                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    200 RECORD REFUND CASH OVERAGE TO PAYER

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 3710    CASH OVERAGES
MODIFIER:             OPT/AGY DEFINED                 CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:             OPT/AGY DEFINED                     CR2
INVOICE #:            OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                     CR3
INDEX:               OPT/AGY DEFINED                 DR4
OBJECT DETAIL:        NOT ALLOWED                         CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED       POSTING SEQUENCE:    8                 SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: OPT/AGY DEFINED       TO REFUND CASH OVERAGE ORIGINALLY RECORDED BY TC
FUND/FUND SOURCE:     REQUIRED             113 TO PAYER.
FUND DETAIL:          OPT/AGY DEFINED
BUDGETARY SEQ:        NOT ALLOWED
SUBSIDIARY ACCOUNT:   NOT ALLOWED
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE ------------
    *     (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                            *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

   ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                               1) NOT POSTED

                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
2)                                          2)                                          2)

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                        TRANSACTION CODE  200

                                 TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                         ACTIVE TRANSACTION CODES
                                 AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
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TRANSACTION CODE:    201 REDUCE DUE TO GOVERNMENTS & RECORD ABATEMENT

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                       DR1
MODIFIER:              OPT/AGY DEFINED                   CR1 9000   APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:  REQUIRED                          DR2
VENDOR #:              OPT/AGY DEFINED                   CR2
INVOICE #:             OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                   CR3
INDEX:                REQUIRED                           DR4
OBJECT DETAIL:         REQUIRED                          CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED        POSTING SEQUENCE:   8                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE             NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA       TO RECORD REDUCTION IN DUE TO OTHER GOVERNMENTS
FUND/FUND SOURCE:      LOOKED UP BY PCA       AND RECORD ABATEMENT.  ENTER GLAN 3210, 3220 OR
FUND DETAIL:           OPT/AGY DEFINED        3290.  CODING FIELDS MUST MATCH EXISTING DOCUMENT.
BUDGETARY SEQ:         NOT ALLOWED            FOR DOC RETRIEVAL, USE F4 KEY.  THIS ENTRY REDUCES
SUBSIDIARY ACCOUNT:    NOT ALLOWED            PREVIOUS ACCRUAL ESTABLISHED WITH TC 208 OR 283.
G/L ACCOUNT #:         REQUIRED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *        (MATCH REQUIRED)                    *        (MATCH REQUIRED)                     *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS       1) POSTS AS CREDIT TO EXPENDITURES       1) POSTS AS CREDIT TO CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT            2) NOT POSTED                            2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                               ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                            *       (NO MATCH REQUIREMENT)                *        (NO MATCH REQUIREMENT)
                                         1) NOT POSTED                            1) POSTS AS CREDIT TO CASH EXPENDITURES
                                         2)                                       2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9000         --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                            1) NOT POSTED                            1) NOT POSTED

                                            ------- REPORTABLE PAYMENT FILE -------- 2)
                                         1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO TOTAL EXPENDITURES    1) NOT POSTED                            1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                            2)                                       2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                                                                               TRANSACTION CODE  201

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                          (TRANSACTION ADDED/MODIFIED: 08/20/01)
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TRANSACTION CODE:    202 RECORD PAYMENT ON LOAN TO ANOTHER FUND

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                DR1 1140     CASH IN STATE TREASURY
MODIFIER:             OPT/AGY DEFINED             CR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:  REQUIRED                   DR2
VENDOR #:             OPT/AGY DEFINED                 CR2
INVOICE #:            OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                 CR3
INDEX:                OPT/AGY DEFINED             DR4
OBJECT DETAIL:        OPT/AGY DEFINED                 CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED          POSTING SEQUENCE:    2                 SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: NONE            NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED              TRANSACTION REGISTER:  REVENUE (7)     ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL:  OPT/AGY DEFINED         TO RECORD PAYMENT RECEIVED FOR LOAN MADE TO
FUND/FUND SOURCE:      REQUIRED                 ANOTHER FUND ORIGINALLY ESTABLISHED WITH TC 219.
FUND DETAIL:          OPT/AGY DEFINED          FIRST FOUR DIGITS OF SUBSIDIARY CODE SHOULD BE THE
BUDGETARY SEQ:        NOT ALLOWED              FUND NUMBER THAT RECEIVED THE LOAN.  INTEREST
SUBSIDIARY ACCOUNT:   REQUIRED                 RECEIVED SHOULD BE RECORDED AS REVENUE.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS        1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1400        2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
   DOCUMENT SUPPORTS G/L ACCT 1400        1) POSTS AS DEBIT TO  CASH INCREASE         1) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST      2) NOT POSTED                              2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                             1) NOT POSTED                          1) POSTS AS CREDIT TO DECREASES
                                                                                          RECORD SUPPORTS G/L ACCT  1400
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                               1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                  1) POSTS AS DEBIT TO  CASH INCREASE         1) NOT POSTED
2)                                             2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                      TRANSACTION CODE  202

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
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TRANSACTION CODE:    203 SCHEDULE PAYMENT OF AMTS DUE TO OTHER FUNDS (MAN)

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                      DR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:               OPT/AGY DEFINED               CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   REQUIRED                      DR2
VENDOR #:               OPT/AGY DEFINED                   CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                   CR3
INDEX:                  OPT/AGY DEFINED               DR4
OBJECT DETAIL:          REQUIRED                          CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED               POSTING SEQUENCE:    8                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED               CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)   NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED                   TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   OPT/AGY DEFINED               TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE
FUND/FUND SOURCE:       REQUIRED                      PAYMENT FOR AMOUNT ACCRUED AS DUE TO OTHER FUNDS.
FUND DETAIL:            OPT/AGY DEFINED               CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
BUDGETARY SEQ:          NOT ALLOWED                   DOC RETRIEVAL, USE F4 KEY.  FOR AUTO CLAIM
SUBSIDIARY ACCOUNT:     REQUIRED                      SCHEDULE, USE TC 261.  WILL GENERATE TC 360.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                      *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS           1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3110           2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS        ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3110           *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST         1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
                                             2) NOT POSTED                              2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                    --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  3110
                                                 ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
2)                                           2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                              TRANSACTION CODE  203

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                                      AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**************************************************************************************************************************
TRANSACTION CODE:     204 REDUCE 'DUE TO' & RECORD AN ABATEMENT

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:             OPT/AGY DEFINED                   CR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:  REQUIRED                         DR2
VENDOR #:             OPT/AGY DEFINED                        CR2
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                        CR3
INDEX:                REQUIRED                          DR4
OBJECT DETAIL:        REQUIRED                               CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED     POSTING SEQUENCE:    8                       SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: NONE                  NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED         TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA    TO RECORD REDUCTION IN DUE TO OTHER FUNDS OR
FUND/FUND SOURCE:     LOOKED UP BY PCA    APPROPRIATIONS AND RECORD ABATEMENT.  CODING
FUND DETAIL:          OPT/AGY DEFINED     FIELDS MUST MATCH EXISTING DOCUMENT.  FOR DOC
BUDGETARY SEQ:        NOT ALLOWED         RETRIEVAL, USE F4 KEY.  THIS ENTRY REDUCES
SUBSIDIARY ACCOUNT:   REQUIRED            PREVIOUS ACCRUAL ESTABLISHED WITH TC 209 OR 285.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                   *       (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS       1) POSTS AS CREDIT TO EXPENDITURES        1) POSTS AS CREDIT TO CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT 3110       2) NOT POSTED                             2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                             *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                        1) NOT POSTED                             1) POSTS AS CREDIT TO CASH EXPENDITURES
                                        2)                                        2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9000         --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                           1) NOT POSTED                             1) POSTS AS DEBIT TO  ADJUSTMENT AMOUNT
                                                                                     RECORD SUPPORTS G/L ACCT  3110
                                             ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                        1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO TOTAL EXPENDITURES   1) NOT POSTED                          1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                              2)                                     2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                                                                               TRANSACTION CODE  204

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                         TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                           AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************
TRANSACTION CODE:    205 REDUCE ACCOUNT PAYABLE & RECORD ABATEMENT

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 3010     ACCOUNTS PAYABLE
MODIFIER:              OPT/AGY DEFINED                 CR1 9000     APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:  REQUIRED                        DR2
VENDOR #:             OPT/AGY DEFINED                  CR2
INVOICE #:            OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                  CR3
INDEX:                REQUIRED                         DR4
OBJECT DETAIL:        REQUIRED                         CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:    9                SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE           NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA     TO RECORD REDUCTION IN ACCOUNTS PAYABLE AND RECORD
FUND/FUND SOURCE:     LOOKED UP BY PCA     ABATEMENT.  CODING FIELDS MUST MATCH EXISTING
FUND DETAIL:          OPT/AGY DEFINED      DOCUMENT.  FOR DOC RETRIEVAL, USE F4 KEY.  THIS
BUDGETARY SEQ:        NOT ALLOWED          ENTRY REDUCES PREVIOUS ACCRUAL ESTABLISHED WITH TC
SUBSIDIARY ACCOUNT:   NOT ALLOWED          214 OR 215.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

     ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
     *       (MATCH REQUIRED)                    *       (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS           1) POSTS AS CREDIT TO EXPENDITURES          1) POSTS AS CREDIT TO CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT 3010            2) NOT POSTED                               2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                 *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                              1) NOT POSTED                               1) POSTS AS CREDIT TO CASH EXPENDITURES
                                              2)                                          2) NOT POSTED

     ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9000              --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) NOT POSTED                               1) NOT POSTED

                                                 ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

     -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO TOTAL EXPENDITURES   1) NOT POSTED                               1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                              2)                                          2) NOT POSTED

     ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                                                                                              TRANSACTION CODE  205
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TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**************************************************************************************************************
TRANSACTION CODE:    206 RECORD AN ENCUMBRANCE & ALLOTMENT

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED            DR1 6140    ALLOTMENTS--OFFSET
MODIFIER:             OPT/AGY DEFINED         CR1 6130    ALLOTMENTS
REFERENCE DOCUMENT #:  OPT/AGY DEFINED        DR2 6150    ENCUMBRANCES
VENDOR #:             OPT/AGY DEFINED         CR2 6155    ENCUMBRANCES - OFFSET
INVOICE #:            OPT/AGY DEFINED         DR3
CURRENT DOCUMENT #:    REQUIRED               CR3
INDEX:               REQUIRED                DR4
OBJECT DETAIL:        REQUIRED                   CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED         POSTING SEQUENCE:    5               SECURITY GROUP: ENCUMB
MULTI-PURPOSE CODE:   OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE          NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED             TRANSACTION REGISTER: GENERAL JOURNAL (9)   ACTIVE STATUS:  ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA        TO RECORD FIRST QUARTER OR ANNUAL ALLOTMENT AND TO
FUND/FUND SOURCE:     LOOKED UP BY PCA        RECORD ORIGINAL ENCUMBRANCE.  REFER TO TC 061 AND
FUND DETAIL:         OPT/AGY DEFINED         TC 211 FOR ADDITIONAL COMMENTS.
BUDGETARY SEQ:       NOT ALLOWED
SUBSIDIARY ACCOUNT:   NOT ALLOWED
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH NOT ALLOWED)                  *      (NO MATCH REQUIREMENT)                 *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  ENCUMBRANCES        1) POSTS AS CREDIT TO 1ST QUARTER ALLOTMENT
    DOCUMENT SUPPORTS G/L ACCT 6150          2) NOT POSTED                            2) POSTS AS DEBIT TO  ENCUMBRANCES
    CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                            1) POSTS AS DEBIT TO  ENCUMBRANCES
                                             2)                                       2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  6150          --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                            1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO NET ALLOTMENTS         1) NOT POSTED                            1) POSTS AS DEBIT TO  ENCUMBRANCES
2) POSTS AS DEBIT TO ENCUMBRANCES            2)                                       2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                                                                                 TRANSACTION CODE  206

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************

TRANSACTION CODE:    207 INCREASE AN ENCUMBRANCE & ALLOTMENT

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        NOT ALLOWED                 DR1 6140    ALLOTMENTS--OFFSET
MODIFIER:               OPT/AGY DEFINED              CR1 6130    ALLOTMENTS
REFERENCE DOCUMENT #:   REQUIRED                     DR2 6150    ENCUMBRANCES
VENDOR #:               OPT/AGY DEFINED              CR2 6155    ENCUMBRANCES - OFFSET
INVOICE #:              OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED              CR3
INDEX:                  REQUIRED                     DR4
OBJECT DETAIL:          REQUIRED                     CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED    POSTING SEQUENCE:    5              SECURITY GROUP: ENCUMB
MULTI-PURPOSE CODE:     OPT/AGY DEFINED    CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED        TRANSACTION REGISTER:  GENERAL JOURNAL (9)    ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA   TO RECORD AN INCREASE IN A FIRST QUARTER ALLOTMENT
FUND/FUND SOURCE:       LOOKED UP BY PCA   AND AN ENCUMBRANCE.  CODING FIELDS MUST MATCH
FUND DETAIL:            OPT/AGY DEFINED    EXISTING DOCUMENT.  FOR DOC RETRIEVAL, USE F4 KEY.
BUDGETARY SEQ:          NOT ALLOWED        TO DECREASE A FIRST QUARTER ALLOTMENT AND AN
SUBSIDIARY ACCOUNT:     NOT ALLOWED        ENCUMBRANCE, USE TC 207R.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                      *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ADJUSTMENTS          1) POSTS AS DEBIT TO  ENCUMBRANCES        1) POSTS AS CREDIT TO 1ST QUARTER ALLOTMENT
   DOCUMENT SUPPORTS G/L ACCT 6150         2) NOT POSTED                            2) POSTS AS DEBIT TO  ENCUMBRANCES
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                 ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
                                           1) NOT POSTED                            1) POSTS AS DEBIT TO  ENCUMBRANCES
                                           2)                                       2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  6150           --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) NOT POSTED                            1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO NET ALLOTMENTS       1) NOT POSTED                            1) POSTS AS DEBIT TO  ENCUMBRANCES
2) POSTS AS DEBIT TO ENCUMBRANCES          2)                                       2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                                                                                   TRANSACTION CODE  207

                                TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                        ACTIVE TRANSACTION CODES
                                AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:     208 REC ACCRUED EXP/ESTAB DUE TO GOVTS-PREV ENCUMB

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                      DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED                  CR1
REFERENCE DOCUMENT #:   REQUIRED                         DR2
VENDOR #:               OPT/AGY DEFINED                  CR2
INVOICE #:              OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:     REQUIRED                         CR3
INDEX:                  REQUIRED                         DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:          REQUIRED                         CR4 6150    ENCUMBRANCES
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:   8               SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA       TO RECORD ACCRUED EXPEND AS DUE TO OTHER GOV AND
FUND/FUND SOURCE:       LOOKED UP BY PCA       REDUCE ENCUMBRANCE.  USE GLAN 3210, 3220 OR 3290.
FUND DETAIL:            OPT/AGY DEFINED        EVERY ENTRY SHOULD HAVE UNIQUE CURR DOC NBR.
BUDGETARY SEQ:          NOT ALLOWED            CODING FIELDS MUST MATCH EXISTING DOC.  FOR DOC
SUBSIDIARY ACCOUNT:     NOT ALLOWED            RETRIEVAL, USE F4 KEY.  NOT SUBJECT TO FI EDITS.
G/L ACCOUNT #:          REQUIRED               **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *        (MATCH REQUIRED)                     *         (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS           1) POSTS AS CREDIT TO ENCUMBRANCES           1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150           2) POSTS AS DEBIT TO  EXPENDITURES           2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT  ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT                *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
   CURRENT DOCUMENT # USED TO POST           1) NOT POSTED                                1) POSTS AS CREDIT TO ENCUMBRANCES
                                             2)                                           2) POSTS AS DEBIT TO  CASH EXPENDITURES

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6150          --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE -----------
2) POSTS AS DEBIT TO   G/L ACCT  9000        1) NOT POSTED                                1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES           1) NOT POSTED                                1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES      2)                                           2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                                 TRANSACTION CODE  208

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*******************************************************************************************************************************
TRANSACTION CODE:    209 REC ACCRUED EXPEND/ESTAB DUE TO FUND-PREV ENCUMB

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                      DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED                  CR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:   REQUIRED                         DR2
VENDOR #:               OPT/AGY DEFINED                  CR2
INVOICE #:              OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:     REQUIRED                         CR3
INDEX:                  REQUIRED                         DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:          REQUIRED                         CR4 6150    ENCUMBRANCES
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED       POSTING SEQUENCE:   8                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE          NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA      TO RECORD ACCRUED EXPENDITURE AS DUE TO OTHER
FUND/FUND SOURCE:       LOOKED UP BY PCA      FUNDS OR APPNS AND REDUCE ENCUMBRANCE.  EVERY
FUND DETAIL:            OPT/AGY DEFINED       ENTRY SHOULD HAVE UNIQUE CURR DOC NBR.  CODING
BUDGETARY SEQ:          NOT ALLOWED           FIELDS MUST MATCH EXISTING DOCUMENT.  FOR DOC
SUBSIDIARY ACCOUNT:     REQUIRED              RETRIEVAL, USE F4 KEY.  NOT SUBJECT TO FI EDITS.
G/L ACCOUNT #:          NOT ALLOWED           **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS          1) POSTS AS CREDIT TO ENCUMBRANCES         1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150          2) POSTS AS DEBIT TO  EXPENDITURES          2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
   DOCUMENT SUPPORTS G/L ACCT 3110          1) NOT POSTED                              1) POSTS AS CREDIT TO ENCUMBRANCES
   CURRENT DOCUMENT # USED TO POST          2)                                         2) POSTS AS DEBIT TO  CASH EXPENDITURES


    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6150         --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) POSTS AS DEBIT TO   G/L ACCT  9000       1) NOT POSTED                              1) POSTS AS CREDIT TO INCREASES
                                                                                          RECORD SUPPORTS G/L ACCT  3110
                                            ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES          1) NOT POSTED                              1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES     2)                                         2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                                      TRANSACTION CODE  209

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
          ********************************************************************************************************
          TRANSACTION CODE:    210 RECORD AN ENCUMBRANCE LIQUIDATION

          -----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

          CLAIM SCHEDULE #:     NOT ALLOWED                     DR1
          MODIFIER:             OPT/AGY DEFINED                 CR1
          REFERENCE DOCUMENT #: REQUIRED                        DR2
          VENDOR #:             OPT/AGY DEFINED                 CR2
          INVOICE #:            OPT/AGY DEFINED                 DR3
          CURRENT DOCUMENT #:   OPT/AGY DEFINED                 CR3
          INDEX:                REQUIRED                        DR4 6155    ENCUMBRANCES - OFFSET
          OBJECT DETAIL:        REQUIRED                        CR4 6150    ENCUMBRANCES
          PCA NO:               REQUIRED
          PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:   5                  SECURITY GROUP: ENCUMB
          MULTI-PURPOSE CODE:   OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE            NET BATCH BAL: MINUS
          SOURCE:               NOT ALLOWED            TRANSACTION REGISTER: ENCUMBRANCES (4)  ACTIVE STATUS: ACTIVE
          CHECK #:              NOT ALLOWED
          APPROPRIATION SYMBOL: LOOKED UP BY PCA       TO RECORD CANCELLATION OR LIQUIDATION OF
          FUND/FUND SOURCE:     LOOKED UP BY PCA       UNEXPENDED BALANCE OF ENCUMBRANCE DOCUMENT.
          FUND DETAIL:          OPT/AGY DEFINED        CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
          BUDGETARY SEQ:        NOT ALLOWED            DOC RETRIEVAL, USE F4 KEY.  NOT SUBJECT TO FI
          SUBSIDIARY ACCOUNT:   NOT ALLOWED            EDITS.
          G/L ACCOUNT #:        NOT ALLOWED            **********"R" REVERSE CODE IS NOT ALLOWED*********
          VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


          TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

              ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
              *        (MATCH REQUIRED)                     *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
          1) POSTS AS CREDIT TO LIQUIDATIONS          1) POSTS AS CREDIT TO ENCUMBRANCES        1) POSTS AS CREDIT TO ENCUMBRANCES
             DOCUMENT SUPPORTS G/L ACCT 6150          2) NOT POSTED                             2) NOT POSTED
             REFERENCE DOCUMENT # USED TO POST
          2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                                          *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
                                                      1) NOT POSTED                             1) POSTS AS CREDIT TO ENCUMBRANCES
                                                      2)                                        2) NOT POSTED


              ------------ OPERATING FILE ------------
          1) POSTS AS CREDIT TO GL ACCT  6150         --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
          2) NOT POSTED                               1) NOT POSTED                             1) NOT POSTED

                                                      ------- REPORTABLE PAYMENT FILE -------- 2)
                                                      1) NOT POSTED
          TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

              -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
          1) POSTS AS CREDIT TO ENCUMBRANCES          1) NOT POSTED                             1) POSTS AS CREDIT TO ENCUMBRANCES
          2) NOT POSTED                               2)                                        2) NOT POSTED

              ------ APPROPRIATION SHADOW FILE -------
          1) POSTS AS CREDIT TO ENCUMBRANCES
          2) NOT POSTED                                                                                   TRANSACTION CODE  210

                        TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                ACTIVE TRANSACTION CODES
                        AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
******************************************************************************************************************
TRANSACTION CODE:    211 RECORD AN ORIGINAL ENCUMBRANCE

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 6150    ENCUMBRANCES
MODIFIER:              OPT/AGY DEFINED                  CR1 6155    ENCUMBRANCES - OFFSET
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                  DR2
VENDOR #:              OPT/AGY DEFINED                  CR2
INVOICE #:            NOT ALLOWED                       DR3
CURRENT DOCUMENT #:    REQUIRED                         CR3
INDEX:                REQUIRED                          DR4
OBJECT DETAIL:        REQUIRED                              CR4
PCA NO:              REQUIRED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:    3                    SECURITY GROUP: ENCUMB
MULTI-PURPOSE CODE:    OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED          TRANSACTION REGISTER:  ENCUMBRANCES (4)    ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA    TO RECORD AN ORIGINAL ENCUMBRANCE.  CURRENT
FUND/FUND SOURCE:    LOOKED UP BY PCA    DOCUMENT MUST BE UNIQUE.  A SEPARATE SUFFIX MUST
FUND DETAIL:          OPT/AGY DEFINED    BE USED FOR EACH PCA WITHIN THE SAME DOCUMENT.
BUDGETARY SEQ:        NOT ALLOWED        VENDOR NUMBER MUST BE USED IN ORDER THAT FUTURE
SUBSIDIARY ACCOUNT:    NOT ALLOWED        PAYMENT/S WILL POST TO VENDOR PAYMENT FILE.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *        (MATCH NOT ALLOWED)               *        (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  ENCUMBRANCES    1) POSTS AS DEBIT TO  ENCUMBRANCES
    DOCUMENT SUPPORTS G/L ACCT 6150          2) NOT POSTED                          2) NOT POSTED
    CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                            *        (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
                                          1) NOT POSTED                          1) POSTS AS DEBIT TO  ENCUMBRANCES
                                          2)                                      2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  6150      --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                          1) NOT POSTED                          1) NOT POSTED

                                        ------- REPORTABLE PAYMENT FILE -------- 2)
                                      1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES      1) NOT POSTED                          1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                          2)                                      2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                                                                                TRANSACTION CODE  211

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*****************************************************************************************************************************
TRANSACTION CODE:    212 RECORD ADJUSTMENT INCREASING AN ENCUMBRANCE

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                DR1 6150    ENCUMBRANCES
MODIFIER:              OPT/AGY DEFINED            CR1 6155    ENCUMBRANCES - OFFSET
REFERENCE DOCUMENT #:  REQUIRED                   DR2
VENDOR #:              OPT/AGY DEFINED                CR2
INVOICE #:             NOT ALLOWED                DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                CR3
INDEX:                 REQUIRED                   DR4
OBJECT DETAIL:         REQUIRED                       CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED       POSTING SEQUENCE:    5              SECURITY GROUP: ENCUMB
MULTI-PURPOSE CODE:    OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED           TRANSACTION REGISTER:  ENCUMBRANCES (4)    ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO RECORD INCREASE IN ENCUMBRANCE (E.G. AMENDMENT
FUND/FUND SOURCE:      LOOKED UP BY PCA      TO INCREASE CONTRACT OR PURCHASE ORDER AMOUNT).
FUND DETAIL:           OPT/AGY DEFINED       CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
BUDGETARY SEQ:         NOT ALLOWED           DOCUMENT RETRIEVAL, USE F4 KEY.
SUBSIDIARY ACCOUNT:    NOT ALLOWED
G/L ACCOUNT #:         NOT ALLOWED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ADJUSTMENTS          1) POSTS AS DEBIT TO  ENCUMBRANCES          1) POSTS AS DEBIT TO  ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150         2) NOT POSTED                               2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                  ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
                                           1) NOT POSTED                               1) POSTS AS DEBIT TO  ENCUMBRANCES
                                           2)                                          2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  6150        --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) NOT POSTED                               1) NOT POSTED

                                           ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES         1) NOT POSTED                               1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                              2)                                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  ENCUMBRANCES
2) NOT POSTED                                                                                          TRANSACTION CODE  212

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                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
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TRANSACTION CODE:    213 RECORD AN ADJUSTMENT DECREASING AN ENCUMBRANCE

```
-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                 DR1 6155    ENCUMBRANCES - OFFSET
MODIFIER:               OPT/AGY DEFINED             CR1 6150    ENCUMBRANCES
REFERENCE DOCUMENT #:   REQUIRED                    DR2
VENDOR #:               OPT/AGY DEFINED                 CR2
INVOICE #:              NOT ALLOWED                 DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                 CR3
INDEX:                  REQUIRED                    DR4
OBJECT DETAIL:          REQUIRED                        CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED         POSTING SEQUENCE:    5                   SECURITY GROUP: ENCUMB
MULTI-PURPOSE CODE:     OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  MINUS
SOURCE:                 NOT ALLOWED             TRANSACTION REGISTER:  ENCUMBRANCES (4)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA        TO RECORD DECREASE IN ENCUMBRANCE (E.G. AMENDMENT
FUND/FUND SOURCE:       LOOKED UP BY PCA        TO DECREASE CONTRACT OR PURCHASE ORDER AMOUNT).
FUND DETAIL:            OPT/AGY DEFINED         CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
BUDGETARY SEQ:          NOT ALLOWED             DOCUMENT RETRIEVAL, USE F4 KEY.  IF LIQUIDATING AN
SUBSIDIARY ACCOUNT:     NOT ALLOWED             ENCUMBRANCE, USE TC 210.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                   *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS          1) POSTS AS CREDIT TO ENCUMBRANCES         1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150         2) NOT POSTED                              2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                 ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                           1) NOT POSTED                              1) POSTS AS CREDIT TO ENCUMBRANCES
                                           2)                                         2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6150           --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) NOT POSTED                              1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES         1) NOT POSTED                              1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED                              2)                                         2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED                                                                                      TRANSACTION CODE  213
```

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*****************************************************************************************************************

TRANSACTION CODE:    214 ACCRUE EXPEND PREV ENCUMBERED AS ACCT PAYABLE

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                 DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED             CR1 3010    ACCOUNTS PAYABLE
REFERENCE DOCUMENT #:  REQUIRED                    DR2
VENDOR #:             OPT/AGY DEFINED              CR2
INVOICE #:            OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:   REQUIRED                     CR3
INDEX:               REQUIRED                      DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:        REQUIRED                     CR4 6150    ENCUMBRANCES
PCA NO:              REQUIRED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:    7                   SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA     TO RECORD ACCRUED EXPEND AS A/P AND REDUCE ENCUM.
FUND/FUND SOURCE:    LOOKED UP BY PCA     EVERY ENTRY SHOULD HAVE UNIQUE CURR DOC NBR.
FUND DETAIL:         OPT/AGY DEFINED      CODING FIELDS MUST MATCH EXISTING DOC.  FOR DOC
BUDGETARY SEQ:       NOT ALLOWED          RETRIEVAL, USE F4 KEY.  USE TC 215-R/212 TO RVRS
SUBSIDIARY ACCOUNT:  NOT ALLOWED          ACCRUAL AND ADJ ENCUM.  NOT SUBJECT TO FI EDITS.
G/L ACCOUNT #:       NOT ALLOWED          **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS: OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS        1) POSTS AS CREDIT TO ENCUMBRANCES       1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150        2) POSTS AS DEBIT TO  EXPENDITURES       2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT   ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3010        *        (NO MATCH REQUIREMENT)          *        (NO MATCH REQUIREMENT)
   CURRENT DOCUMENT # USED TO POST        1) NOT POSTED                            1) POSTS AS CREDIT TO ENCUMBRANCES
                                          2)                                       2) POSTS AS DEBIT TO  CASH EXPENDITURES

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6150       --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) POSTS AS DEBIT TO   G/L ACCT  9000     1) NOT POSTED                            1) NOT POSTED

                                          ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES        1) NOT POSTED                            1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES   2)                                       2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                           TRANSACTION CODE  214

                        TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                ACTIVE TRANSACTION CODES
                        AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    215 ACCRUE EXPEND NOT PREV ENCUMBERED AS ACCT PAYABLE

-----------INPUT CODING REQUIREMENTS----------           THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED                 CR1 3010    ACCOUNTS PAYABLE
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                 DR2
VENDOR #:              OPT/AGY DEFINED                     CR2
INVOICE #:            OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:    REQUIRED                            CR3
INDEX:                REQUIRED                         DR4
OBJECT DETAIL:        REQUIRED                             CR4
PCA NO:              REQUIRED
PROJECT #:            OPT/AGY DEFINED       POSTING SEQUENCE:    7              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:   OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED            TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA      TO RECORD ACCRUED EXPENDITURE AS ACCOUNTS PAYABLE.
FUND/FUND SOURCE:     LOOKED UP BY PCA      ENTRY IS PRIMARILY FOR YEAR-END ACCRUAL.  MOST
FUND DETAIL:         OPT/AGY DEFINED        ENTRIES SHOULD HAVE UNIQUE CURR DOC NBR.  TO
BUDGETARY SEQ:       NOT ALLOWED            ACCRUE EXPEND AS DUE TO OTHER GOVERNMENTS, USE TC
SUBSIDIARY ACCOUNT:  NOT ALLOWED            283.  TO ACCRUE EXPEND AS DUE TO OTHER FUNDS, USE
G/L ACCOUNT #:       NOT ALLOWED            TC 285.
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  EXPENDITURES       1) POSTS AS DEBIT TO  CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT 3010            2) NOT POSTED                          2) NOT POSTED
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                 ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
                                           1) NOT POSTED                            1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                           2)                                       2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000           --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) NOT POSTED                            1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) NOT POSTED                            1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                              2)                                       2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                            TRANSACTION CODE  215

                                   TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                            ACTIVE TRANSACTION CODES
                                   AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
************************************************************************************************************************

TRANSACTION CODE:    216 REC PAYMENT FOR PREPAID EXP (MAN SCHEDULE)

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                       DR1 1720    OTHER PREPAID EXPENSES
MODIFIER:               OPT/AGY DEFINED                CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED                DR2
VENDOR #:               OPT/AGY DEFINED                CR2
INVOICE #:              OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                CR3
INDEX:                  OPT/AGY DEFINED                DR4
OBJECT DETAIL:          REQUIRED                       CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED       POSTING SEQUENCE:    8                 SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)    NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA      TO RECORD MANUAL CLAIM SCHEDULE FOR PREPAID
FUND/FUND SOURCE:       LOOKED UP BY PCA      EXPENSE.  WHEN THE EXPENSE IS REALIZED, LIQUIDATE
FUND DETAIL:            OPT/AGY DEFINED       THE PREPAID EXPENSE FOR THE APPROPRIATE AMOUNT
BUDGETARY SEQ:          NOT ALLOWED           WITH A TC 218.  FOR AUTO CLAIM SCHEDULE, USE TC
SUBSIDIARY ACCOUNT:     NOT ALLOWED           217.  WILL GENERATE TC 360.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) NOT POSTED                               1) NOT POSTED
                                              2)                                          2)

2)                                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                              2) NOT POSTED                               2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                 --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                            1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                            2) NOT POSTED                               2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                       TRANSACTION CODE  216

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************
TRANSACTION CODE:    217 REC PAYMENT FOR PREPAID EXP (AUTO SCHEDULE)

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                      DR1 1720    OTHER PREPAID EXPENSES
MODIFIER:               OPT/AGY DEFINED               CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED               DR2
VENDOR #:               OPT/AGY DEFINED                   CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                   CR3
INDEX:                  OPT/AGY DEFINED               DR4
OBJECT DETAIL:          REQUIRED                          CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED      POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA     TO GENERATE AUTOMATED CLAIM SCHEDULE FOR PREPAID
FUND/FUND SOURCE:       LOOKED UP BY PCA     EXPENSE.  WHEN THE EXPENSE IS REALIZED, LIQUIDATE
FUND DETAIL:            OPT/AGY DEFINED      THE PREPAID EXPENSE FOR THE APPROPRIATE AMOUNT
BUDGETARY SEQ:          NOT ALLOWED          WITH A TC 218.  FOR MANUAL CLAIM SCHEDULE, USE TC
SUBSIDIARY ACCOUNT:     NOT ALLOWED          216.  WILL GENERATE TC 360.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED
                                             2)                                           2)

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
                                             1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                             2) NOT POSTED                                2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED

                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                           2) NOT POSTED                                2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                  TRANSACTION CODE  217

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                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************
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TRANSACTION CODE:    218 AMORTIZE PREPAID EXPENSES

```
-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED               DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED           CR1 1720    OTHER PREPAID EXPENSES
REFERENCE DOCUMENT #:  NOT ALLOWED               DR2
VENDOR #:             OPT/AGY DEFINED                CR2
INVOICE #:             OPT/AGY DEFINED           DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                CR3
INDEX:                 REQUIRED                  DR4
OBJECT DETAIL:         REQUIRED                       CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED      POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:    OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED          TRANSACTION REGISTER:  GENERAL JOURNAL (9)   ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA     TO RECOGNIZE EXPENDITURE PREVIOUSLY RECORDED AS A
FUND/FUND SOURCE:      LOOKED UP BY PCA     PREPAID EXPENSE WITH A TC 216 OR TC 217.
FUND DETAIL:           OPT/AGY DEFINED
BUDGETARY SEQ:         NOT ALLOWED
SUBSIDIARY ACCOUNT:    NOT ALLOWED
G/L ACCOUNT #:         NOT ALLOWED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
     *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                             2) NOT POSTED                              2) NOT POSTED

2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                              1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                             2)                                         2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                              1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES     1) NOT POSTED                              1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                2)                                         2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                                      TRANSACTION CODE  218
```

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************************
TRANSACTION CODE:     219 RECORD LOAN MADE TO ANOTHER FUND

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        NOT ALLOWED                  DR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:                OPT/AGY DEFINED              CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:    OPT/AGY DEFINED              DR2
VENDOR #:                OPT/AGY DEFINED                  CR2
INVOICE #:               OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:      REQUIRED                         CR3
INDEX:                   OPT/AGY DEFINED              DR4
OBJECT DETAIL:           OPT/AGY DEFINED                  CR4
PCA NO:                  OPT/AGY DEFINED
PROJECT #:               OPT/AGY DEFINED         POSTING SEQUENCE:    1              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:      OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                  NOT ALLOWED             TRANSACTION REGISTER:  GENERAL JOURNAL (9)    ACTIVE STATUS:  ACTIVE
CHECK #:                 NOT ALLOWED
APPROPRIATION SYMBOL:    OPT/AGY DEFINED         TO RECORD A LOAN TO ANOTHER FUND IN THE FUND
FUND/FUND SOURCE:        REQUIRED                PROVIDING THE FUNDS.  FIRST FOUR DIGITS OF
FUND DETAIL:             OPT/AGY DEFINED         SUBSIDIARY CODE SHOULD BE THE FUND THAT RECEIVED
BUDGETARY SEQ:           NOT ALLOWED             THE LOAN.  TO RECORD LOAN IN THE FUND RECEIVING
SUBSIDIARY ACCOUNT:      REQUIRED                FUNDS, USE TC 119.  TO RECORD RECEIPT OF PAYMENT
G/L ACCOUNT #:           NOT ALLOWED             ON LOAN, USE TC 202.
VENDOR NAME/ADDRESS:     OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH NOT ALLOWED)                  *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT  1) NOT POSTED                           1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1400           2)                                      2)
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                             *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
                                          1) POSTS AS CREDIT TO CASH DECREASE      1) NOT POSTED
                                          2) NOT POSTED                            2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                        1) NOT POSTED                            1) POSTS AS DEBIT TO  INCREASES
                                                                                      RECORD SUPPORTS G/L ACCT  1400
                                             ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE      1) NOT POSTED
2)                                        2) NOT POSTED                            2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                       TRANSACTION CODE  219

```
                             TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
         **************************************************************************************************
         TRANSACTION CODE:    220 RECORD AN OBLIGATION

         ----------INPUT CODING REQUIREMENTS----------      THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

         CLAIM SCHEDULE #:      NOT ALLOWED                 DR1 6170    OBLIGATIONS
         MODIFIER:              OPT/AGY DEFINED             CR1 6180    OBLIGATIONS--OFFSET
         REFERENCE DOCUMENT #:  OPT/AGY DEFINED             DR2
         VENDOR #:              OPT/AGY DEFINED             CR2
         INVOICE #:             NOT ALLOWED                 DR3
         CURRENT DOCUMENT #:    REQUIRED                    CR3
         INDEX:                 REQUIRED                    DR4
         OBJECT DETAIL:         REQUIRED                    CR4
         PCA NO:                REQUIRED
         PROJECT #:             OPT/AGY DEFINED    POSTING SEQUENCE:    6              SECURITY GROUP: OTHER
         MULTI-PURPOSE CODE:    OPT/AGY DEFINED    CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
         SOURCE:                NOT ALLOWED        TRANSACTION REGISTER:  OBLIGATIONS (5)   ACTIVE STATUS:  ACTIVE
         CHECK #:               NOT ALLOWED
         APPROPRIATION SYMBOL:  LOOKED UP BY PCA   IMPORTANT:  IF YOU ARE CONSIDERING USE OF
         FUND/FUND SOURCE:      LOOKED UP BY PCA   OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
         FUND DETAIL:           OPT/AGY DEFINED    HOTLINE BEFORE PROCEEDING.  TRANSACTION DOES NOT
         BUDGETARY SEQ:         NOT ALLOWED        POST TO GP FILE.
         SUBSIDIARY ACCOUNT:    NOT ALLOWED
         G/L ACCOUNT #:         NOT ALLOWED
         VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


         TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

            ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
            *        (MATCH NOT ALLOWED)                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
         1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  OBLIGATIONS         1) POSTS AS DEBIT TO  OBLIGATIONS
            DOCUMENT SUPPORTS G/L ACCT 6170           2) NOT POSTED                            2) NOT POSTED
            CURRENT DOCUMENT # USED TO POST
         2) NOT POSTED                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                      *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                                   1) NOT POSTED                            1) NOT POSTED
                                                   2)                                       2)


            ------------ OPERATING FILE ------------
         1) POSTS AS DEBIT TO  GL ACCT  6170        --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE -----------
         2) NOT POSTED                           1) NOT POSTED                            1) NOT POSTED

                                                   ------- REPORTABLE PAYMENT FILE -------- 2)
                                                1) NOT POSTED
         TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

            -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
         1) POSTS AS DEBIT TO  ENCUMBRANCES        1) NOT POSTED                            1) NOT POSTED
         2) NOT POSTED                             2)                                       2)

            ------ APPROPRIATION SHADOW FILE -------
         1) POSTS AS DEBIT TO  ENCUMBRANCES
         2) NOT POSTED                                                                          TRANSACTION CODE  220
```

                        TRANSACTION CODE DECISION TABLE ILLUSTRATION
                              ACTIVE TRANSACTION CODES
                        AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************
TRANSACTION CODE:    221 ESTAB DUE FROM OTHER GOVT-AUDIT EXCEPTION

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 1500    DUE FROM OTHER GOVERNMENTS
MODIFIER:              OPT/AGY DEFINED                CR1 1600    PROVISION FOR DEFERRED RECEIVABLES
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:              OPT/AGY DEFINED                    CR2
INVOICE #:             OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:    REQUIRED                           CR3
INDEX:                 OPT/AGY DEFINED                DR4
OBJECT DETAIL:         OPT/AGY DEFINED                    CR4
PCA NO:                OPT/AGY DEFINED
PROJECT #:             OPT/AGY DEFINED        POSTING SEQUENCE:    3                    SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
SOURCE:                REQUIRED              TRANSACTION REGISTER:  REVENUE (7)         ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  REQUIRED IF PCA NOT USED   TO RECORD AMOUNT DUE FROM LOCAL OR OTHER
FUND/FUND SOURCE:      REQUIRED                   GOVERNMENTAL AGENCY AS A RESULT OF AN AUDIT.  USE
FUND DETAIL:           OPT/AGY DEFINED            SOURCE CODE 580990 IF RECEIPT IS POSTED AS
BUDGETARY SEQ:         NOT ALLOWED                ABATEMENT.  IF ORIGINAL APPN HAS REVERTED, ENTRY
SUBSIDIARY ACCOUNT:    REQUIRED                   MAY BE DONE TO POST CASH AS REVENUE.  TRANS DOES
G/L ACCOUNT #:         NOT ALLOWED                NOT POST TO AP FILE UNTIL CASH IS RECEIVED.
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH NOT ALLOWED)                 *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1500           2)                                        2)
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                              1) NOT POSTED
                                             2)                                        2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                           1) NOT POSTED                              1) POSTS AS DEBIT TO  INCREASES
                                                                                           RECORD SUPPORTS G/L ACCT  1500
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                              1) NOT POSTED
2)                                           2)                                        2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  221

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************

TRANSACTION CODE:    222 RECORD AN ADJUSTMENT INCREASING AN OBLIGATION

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                 DR1 6170    OBLIGATIONS
MODIFIER:               OPT/AGY DEFINED             CR1 6180    OBLIGATIONS--OFFSET
REFERENCE DOCUMENT #:   REQUIRED                    DR2
VENDOR #:               OPT/AGY DEFINED             CR2
INVOICE #:              NOT ALLOWED                 DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED             CR3
INDEX:                  REQUIRED                    DR4
OBJECT DETAIL:          REQUIRED                    CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED     POSTING SEQUENCE:    6                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED        TRANSACTION REGISTER:  OBLIGATIONS (5)   ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA   IMPORTANT:  IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:       LOOKED UP BY PCA   OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:            OPT/AGY DEFINED    HOTLINE BEFORE PROCEEDING.  TRANSACTION DOES NOT
BUDGETARY SEQ:          NOT ALLOWED        POST TO GP FILE.
SUBSIDIARY ACCOUNT:     NOT ALLOWED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *        (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO   ADJUSTMENTS          1) POSTS AS DEBIT TO   OBLIGATIONS           1) POSTS AS DEBIT TO   OBLIGATIONS
   DOCUMENT SUPPORTS G/L ACCT 6170          2) NOT POSTED                                2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                                1) NOT POSTED
                                            2)                                           2)


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  6170             --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                                1) NOT POSTED

                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO   ENCUMBRANCES         1) NOT POSTED                                1) NOT POSTED
2) NOT POSTED                               2)                                           2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO   ENCUMBRANCES
2) NOT POSTED                                                                            TRANSACTION CODE  222

                                    TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                            ACTIVE TRANSACTION CODES
                                    AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    223 RECORD AN ADJUSTMENT DECREASING AN OBLIGATION

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                      DR1 6180     OBLIGATIONS--OFFSET
MODIFIER:               OPT/AGY DEFINED                  CR1 6170     OBLIGATIONS
REFERENCE DOCUMENT #:   REQUIRED                         DR2
VENDOR #:               OPT/AGY DEFINED                  CR2
INVOICE #:              NOT ALLOWED                      DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                  CR3
INDEX:                  REQUIRED                         DR4
OBJECT DETAIL:          REQUIRED                         CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:    6                  SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE             NET BATCH BAL:  MINUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  OBLIGATIONS (5)   ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA      IMPORTANT:  IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:       LOOKED UP BY PCA      OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:            OPT/AGY DEFINED       HOTLINE BEFORE PROCEEDING.  TRANSACTION DOES NOT
BUDGETARY SEQ:          NOT ALLOWED           POST TO GP FILE.
SUBSIDIARY ACCOUNT:     NOT ALLOWED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                       *       (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS            1) POSTS AS CREDIT TO OBLIGATIONS            1) POSTS AS CREDIT TO OBLIGATIONS
   DOCUMENT SUPPORTS G/L ACCT 6170           2) NOT POSTED                                2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                    ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                                 *      (NO MATCH REQUIREMENT)                 *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                                1) NOT POSTED
                                             2)                                           2)

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6170          --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES           1) NOT POSTED                                1) NOT POSTED
2) NOT POSTED                                2)                                           2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED                                                                                            TRANSACTION CODE  223

                                      TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                             ACTIVE TRANSACTION CODES
                                      AS OF 10/10/01                 (TRANSACTION ADDED/MODIFIED: 08/13/01)
                       ********************************************************************************************************
TRANSACTION CODE:     224 LIQUIDATE AN OBLIGATION

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        NOT ALLOWED                     DR1 6180    OBLIGATIONS--OFFSET
MODIFIER:                OPT/AGY DEFINED                 CR1 6170    OBLIGATIONS
REFERENCE DOCUMENT #:    REQUIRED                        DR2
VENDOR #:                OPT/AGY DEFINED                 CR2
INVOICE #:               NOT ALLOWED                     DR3
CURRENT DOCUMENT #:      OPT/AGY DEFINED                 CR3
INDEX:                   REQUIRED                        DR4
OBJECT DETAIL:           REQUIRED                        CR4
PCA NO:                  REQUIRED
PROJECT #:               OPT/AGY DEFINED        POSTING SEQUENCE:    6              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:      OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  MINUS
SOURCE:                  NOT ALLOWED           TRANSACTION REGISTER:  OBLIGATIONS (5)     ACTIVE STATUS: ACTIVE
CHECK #:                 NOT ALLOWED
APPROPRIATION SYMBOL:    LOOKED UP BY PCA       IMPORTANT:  IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:        LOOKED UP BY PCA       OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:             OPT/AGY DEFINED        HOTLINE BEFORE PROCEEDING.  TRANSACTION DOES NOT
BUDGETARY SEQ:           NOT ALLOWED            POST TO GP FILE.
SUBSIDIARY ACCOUNT:      NOT ALLOWED
G/L ACCOUNT #:           NOT ALLOWED
VENDOR NAME/ADDRESS:     OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
   *        (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS           1) POSTS AS CREDIT TO OBLIGATIONS           1) POSTS AS CREDIT TO OBLIGATIONS
   DOCUMENT SUPPORTS G/L ACCT 6170           2) NOT POSTED                               2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 6170             *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST        1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

   ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  6170            --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED

                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES           1) NOT POSTED                               1) NOT POSTED
2) NOT POSTED                               2)                                          2)

   ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED                                                                           TRANSACTION CODE  224

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 10/09/01)
*************************************************************************************************************

TRANSACTION CODE:    225 LIQUIDATE DUE FROM OTHER GOVT AND RECORD ABATEMENT

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 1110    GENERAL CASH
MODIFIER:             OPT/AGY DEFINED                 CR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:  REQUIRED                       DR2 1600    PROVISION FOR DEFERRED RECEIVABLES
VENDOR #:             OPT/AGY DEFINED                 CR2 1500    DUE FROM OTHER GOVERNMENTS
INVOICE #:           OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:   REQUIRED                        CR3
INDEX:               OPT/AGY DEFINED                  DR4
OBJECT DETAIL:        REQUIRED                        CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:           OPT/AGY DEFINED        POSTING SEQUENCE:    4                    SECURITY GROUP: RECEIPTS
MULTI-PURPOSE CODE:  OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
SOURCE:              REQUIRED               TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: REQUIRED IF PCA NOT USED  TO RECORD CASH RECEIVED FROM OTHER GOVERNMENTS FOR
FUND/FUND SOURCE:    REQUIRED               AN A/R-AUDIT EXCEPTION-ABATEMENT.  ENTER RD/RC
FUND DETAIL:         OPT/AGY DEFINED        NUMBER IN LC DEPOSIT/CURR DOC FIELD RESPECTIVELY.
BUDGETARY SEQ:       NOT ALLOWED            CODING FIELDS MUST MATCH THE ORIGINAL DOC.  FOR
SUBSIDIARY ACCOUNT:  REQUIRED               DOCUMENT RETRIEVAL, USE F4.  TC CREATES SPEC APPN
G/L ACCOUNT #:       NOT ALLOWED            FILE POSTING TO DR UNREMITTED ABATEMENTS.
VENDOR NAME/ADDRESS: OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS          1) POSTS AS CREDIT TO EXPENDITURES          1) POSTS AS CREDIT TO CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT 1500          2) NOT POSTED                               2) NOT POSTED
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                            *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
   DOCUMENT SUPPORTS G/L ACCT 1500          1) NOT POSTED                               1) POSTS AS CREDIT TO CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST        2)                                          2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9000         --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                               1) POSTS AS CREDIT TO DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  1500
                                            ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO TOTAL EXPENDITURES   1) NOT POSTED                               1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                              2)                                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                                                                                      TRANSACTION CODE  225

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************************

TRANSACTION CODE:    226 SCHEDULE PREPAY TO OTH GOVT - NO GP EXP (AUTO)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                     DR1 9000     APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED              CR1 3021     CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED              DR2 1740     PREPAYMENTS TO OTHER GOVERNMENTS
VENDOR #:               OPT/AGY DEFINED              CR2 5330     RESERVE FOR PREPAID ITEMS
INVOICE #:              OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED              CR3
INDEX:                  REQUIRED                     DR4
OBJECT DETAIL:          REQUIRED                         CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED          POSTING SEQUENCE:    8                    SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED             TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA        TO GENERATE AUTO CLAIM SCHD TO DISBURSE PREPAYMENT
FUND/FUND SOURCE:       LOOKED UP BY PCA        TO OTHER GOV.  FIRST FOUR DIGITS OF SUBSIDIARY
FUND DETAIL:            OPT/AGY DEFINED         SHOULD BE 1741, 1742 OR 1749.  TRANS POSTS AS
BUDGETARY SEQ:          NOT ALLOWED             ADVANCE TO GP FILE.  EXPENDITURE DOES NOT POST TO
SUBSIDIARY ACCOUNT:     REQUIRED                GP FILE UNTIL PREPAYMENT IS LIQUIDATED (TC 488).
G/L ACCOUNT #:          NOT ALLOWED             WILL GENERATE TC 360.  USE TC 227R TO REVERSE.
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
     *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  EXPENDITURES        1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                              2) POSTS AS DEBIT TO  ADVANCES            2) POSTS AS DEBIT TO  ADVANCES

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                 *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS DEBIT TO  ADVANCES
                                              2) NOT POSTED                             2) NOT POSTED

     ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000           --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) ADDS PAYMENT RECORD IF VENDOR # USED   1) POSTS AS DEBIT TO  INCREASES
                                                                                           RECORD SUPPORTS G/L ACCT  1740
                                              ------- REPORTABLE PAYMENT FILE --------   2) NOT POSTED
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES    1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS DEBIT TO  ADVANCES
2) POSTS AS DEBIT TO ADVANCES               2) NOT POSTED                             2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) POSTS AS DEBIT TO  ADVANCES                                                                  TRANSACTION CODE  226

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************

TRANSACTION CODE:    227 SCHEDULE PREPAY TO OTHER GOVT - NO GP EXP (MANUAL)

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        REQUIRED                        DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:                OPT/AGY DEFINED                 CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:    OPT/AGY DEFINED                 DR2 1740    PREPAYMENTS TO OTHER GOVERNMENTS
VENDOR #:                OPT/AGY DEFINED                 CR2 5330    RESERVE FOR PREPAID ITEMS
INVOICE #:               OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:      OPT/AGY DEFINED                 CR3
INDEX:                   REQUIRED                        DR4
OBJECT DETAIL:           REQUIRED                        CR4
PCA NO:                  REQUIRED
PROJECT #:               OPT/AGY DEFINED        POSTING SEQUENCE:    8                    SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:      OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)   NET BATCH BAL:  PLUS
SOURCE:                  NOT ALLOWED           TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                 NOT ALLOWED
APPROPRIATION SYMBOL:    LOOKED UP BY PCA      TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE
FUND/FUND SOURCE:        LOOKED UP BY PCA      PREPAYMENT TO OTHER GOV.  FIRST FOUR DIGITS OF
FUND DETAIL:            OPT/AGY DEFINED        SUBSIDIARY SHOULD BE 1741, 1742 OR 1749.  TRANS
BUDGETARY SEQ:          NOT ALLOWED           POSTS AS ADVANCE TO GP FILE.  EXPENDITURE DOES NOT
SUBSIDIARY ACCOUNT:     REQUIRED              POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED
G/L ACCOUNT #:          NOT ALLOWED           (TC 488).  WILL GENERATE TC 360.
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
     *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                  1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2) POSTS AS DEBIT TO  ADVANCES             2) POSTS AS DEBIT TO  ADVANCES

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                               1) POSTS AS CREDIT TO CASH DECREASE        1) POSTS AS DEBIT TO  ADVANCES
                                               2) NOT POSTED                              2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000            --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                  1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  INCREASES
                                                                                             RECORD SUPPORTS G/L ACCT  1740
                                               ------- REPORTABLE PAYMENT FILE --------    2) NOT POSTED
                                               1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES       1) POSTS AS CREDIT TO CASH DECREASE        1) POSTS AS DEBIT TO  ADVANCES
2) POSTS AS DEBIT TO ADVANCES                  2) NOT POSTED                              2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) POSTS AS DEBIT TO  ADVANCES                                                                         TRANSACTION CODE  227

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                        (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    228 SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (AUTO)

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED             DR2 1750    PREPAYMENTS TO NON-GOVERNMENTAL ENTITIES
VENDOR #:               OPT/AGY DEFINED             CR2 5330    RESERVE FOR PREPAID ITEMS
INVOICE #:              OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED             CR3
INDEX:                  REQUIRED                    DR4
OBJECT DETAIL:          REQUIRED                        CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED      POSTING SEQUENCE:    8                   SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)      NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED         TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA    TO GENERATE AUTO CLAIM SCHD TO DISBURSE PREPAYMENT
FUND/FUND SOURCE:       LOOKED UP BY PCA    TO NONGOVERNMENTAL ENTITY.    TRANS POSTS AS
FUND DETAIL:            OPT/AGY DEFINED     ADVANCE TO GP FILE.  EXPENDITURE DOES NOT POST TO
BUDGETARY SEQ:          NOT ALLOWED         GP FILE UNTIL PREPAYMENT IS LIQUIDATED (TC 489).
SUBSIDIARY ACCOUNT:     REQUIRED            WILL GENERATE TC 360.  USE TC 229R TO REVERSE.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EXPENDITURES      1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                             2) POSTS AS DEBIT TO  ADVANCES          2) POSTS AS DEBIT TO  ADVANCES

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                             1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS DEBIT TO  ADVANCES
                                             2) NOT POSTED                           2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) ADDS PAYMENT RECORD IF VENDOR # USED   1) POSTS AS DEBIT TO  INCREASES
                                                                                          RECORD SUPPORTS G/L ACCT  1750
                                             ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES    1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS DEBIT TO  ADVANCES
2) POSTS AS DEBIT TO ADVANCES               2) NOT POSTED                             2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) POSTS AS DEBIT TO  ADVANCES                                                               TRANSACTION CODE  228

                             TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                             AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************************

TRANSACTION CODE:    229 SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (MAN)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  OPT/AGY DEFINED             DR2 1750    PREPAYMENTS TO NON-GOVERNMENTAL ENTITIES
VENDOR #:              OPT/AGY DEFINED             CR2 5330    RESERVE FOR PREPAID ITEMS
INVOICE #:            OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED             CR3
INDEX:               REQUIRED                    DR4
OBJECT DETAIL:       REQUIRED                        CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED        POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)     NET BATCH BAL: PLUS
SOURCE:              NOT ALLOWED            TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA      TO RECORD MANUAL CLAIM SCHD TO DISBURSE PREPAYMENT
FUND/FUND SOURCE:    LOOKED UP BY PCA       TO NONGOVERNMENTAL ENTITY.    TRANS POSTS AS
FUND DETAIL:         OPT/AGY DEFINED        ADVANCE TO GP FILE.  EXPENDITURE DOES NOT POST TO
BUDGETARY SEQ:       NOT ALLOWED            GP FILE UNTIL PREPAYMENT IS LIQUIDATED (TC 489).
SUBSIDIARY ACCOUNT:  REQUIRED               WILL GENERATE TC 360.
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)                  *      (NO MATCH REQUIREMENT)
1) NOT POSTED                             1) POSTS AS DEBIT TO  EXPENDITURES    1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                          2) POSTS AS DEBIT TO  ADVANCES         2) POSTS AS DEBIT TO  ADVANCES

2)                                            ---------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                              *      (NO MATCH REQUIREMENT)                  *      (NO MATCH REQUIREMENT)
                                          1) POSTS AS CREDIT TO CASH DECREASE    1) POSTS AS DEBIT TO  ADVANCES
                                          2) NOT POSTED                          2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000        --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                             1) ADDS PAYMENT RECORD IF VENDOR # USED   1) POSTS AS DEBIT TO  INCREASES
                                                                                       RECORD SUPPORTS G/L ACCT  1750
                                          ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) POSTS AS CREDIT TO CASH DECREASE    1) POSTS AS DEBIT TO  ADVANCES
2) POSTS AS DEBIT TO ADVANCES             2) NOT POSTED                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) POSTS AS DEBIT TO  ADVANCES                                                     TRANSACTION CODE  229

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 10/09/01)
*****************************************************************************************************************************
TRANSACTION CODE:    230 LIQUIDATE DUE FROM OTHER GOVT AND RECORD REVENUE

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                         DR1 1110     GENERAL CASH
MODIFIER:               OPT/AGY DEFINED                     CR1 8000     REVENUE/OPERATING REVENUE
REFERENCE DOCUMENT #:   REQUIRED                            DR2 1600     PROVISION FOR DEFERRED RECEIVABLES
VENDOR #:               OPT/AGY DEFINED                     CR2 1500     DUE FROM OTHER GOVERNMENTS
INVOICE #:              OPT/AGY DEFINED                     DR3
CURRENT DOCUMENT #:     REQUIRED                            CR3
INDEX:                  OPT/AGY DEFINED                     DR4
OBJECT DETAIL:          NOT ALLOWED                         CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:    4                SECURITY GROUP: RECEIPTS
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE           NET BATCH BAL:  PLUS
SOURCE:                 REQUIRED               TRANSACTION REGISTER: REVENUE (7)     ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   REQUIRED IF PCA NOT USED   TO RECORD RECEIPT OF CASH AND LIQUIDATE A/R-DUE
FUND/FUND SOURCE:       REQUIRED                   FROM OTHER GOV-AUDIT EXCEPTION.  ENTER RD/RC
FUND DETAIL:            OPT/AGY DEFINED            NUMBER IN LC DEPOSIT/CURR DOC FIELD RESPECTIVELY.
BUDGETARY SEQ:          NOT ALLOWED                TC 230 IS USED WHEN APPN HAS REVERTED.  IF APPN
SUBSIDIARY ACCOUNT:     REQUIRED                   HAS NOT REVERTED, USE TC 225.  TRANSACTION CREATES
G/L ACCOUNT #:          NOT ALLOWED                SPECIAL AP FILE POSTING TO DR UNREMIT REV.
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS         1) POSTS AS CREDIT TO EARNED REVENUE       1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1500         2) NOT POSTED                              2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
   DOCUMENT SUPPORTS G/L ACCT 1500         1) NOT POSTED                              1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
   REFERENCE DOCUMENT # USED TO POST       2)                                         2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  8000        --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) NOT POSTED                              1) POSTS AS CREDIT TO DECREASES
                                                                                         RECORD SUPPORTS G/L ACCT  1500
                                           ------- REPORTABLE PAYMENT FILE --------   2) NOT POSTED
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                              1) NOT POSTED                              1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)                                         2)                                         2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EARNED REVENUE
2) NOT POSTED                                                                                TRANSACTION CODE  230

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                   ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/21/01)
********************************************************************************************************************
TRANSACTION CODE:    231 SCHED EXPEND NOT PREV ENCUMBERED OR ACCRUED (AUTO)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  OPT/AGY DEFINED             DR2
VENDOR #:             OPT/AGY DEFINED              CR2
INVOICE #:            OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED              CR3
INDEX:               REQUIRED                      DR4
OBJECT DETAIL:       REQUIRED                      CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED        POSTING SEQUENCE:    8                     SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)  NET BATCH BAL: PLUS
SOURCE:              NOT ALLOWED            TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA      TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE
FUND/FUND SOURCE:    LOOKED UP BY PCA       ADVICE FOR EXPENDITURE PREVIOUSLY NOT ENCUMBERED.
FUND DETAIL:        OPT/AGY DEFINED         TRANSACTION WILL GEN TC 360.  USE TC 240R TO
BUDGETARY SEQ:      NOT ALLOWED            REVERSE.
SUBSIDIARY ACCOUNT: NOT ALLOWED
G/L ACCOUNT #:      NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
     *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
1) NOT POSTED                              1) POSTS AS DEBIT TO  EXPENDITURES        1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                           2) NOT POSTED                             2) NOT POSTED

2)                                            ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
                                           1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                           2) NOT POSTED                             2) NOT POSTED

   ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000            --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                              1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                              2) NOT POSTED                             2) NOT POSTED

   ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                              TRANSACTION CODE  231

                                    TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                            ACTIVE TRANSACTION CODES
                                    AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************
TRANSACTION CODE:    232 SCHED EXPENDITURES PREVIOUSLY ENCUMBERED (AUTO)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                   DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED            CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   REQUIRED                   DR2
VENDOR #:               OPT/AGY DEFINED            CR2
INVOICE #:              OPT/AGY DEFINED            DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED            CR3
INDEX:                  REQUIRED                   DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:          REQUIRED                   CR4 6150    ENCUMBRANCES
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED     POSTING SEQUENCE:   8                    SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED         TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA     TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE
FUND/FUND SOURCE:       LOOKED UP BY PCA     ADVICE FOR EXPENDITURE PREVIOUSLY ENCUMBERED.
FUND DETAIL:            OPT/AGY DEFINED      CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
BUDGETARY SEQ:          NOT ALLOWED          DOC RETRIEVAL, USE F4 KEY.  TRANS WILL GEN TC 360.
SUBSIDIARY ACCOUNT:     NOT ALLOWED          USE TC 240-R TO RVRS AND TC 212 TO CORRECT ENCUM.
G/L ACCOUNT #:          NOT ALLOWED          **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                      *        (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS       1) POSTS AS CREDIT TO ENCUMBRANCES      1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150       2) POSTS AS DEBIT TO  EXPENDITURES      2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)                 *       (NO MATCH REQUIREMENT)
   DOCUMENT SUPPORTS G/L ACCT 6150       1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS CREDIT TO ENCUMBRANCES
   REFERENCE DOCUMENT # USED TO POST     2) NOT POSTED                          2) POSTS AS DEBIT TO  CASH EXPENDITURES


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000      --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2)                    G/L ACCT  6150     1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                         ------- REPORTABLE PAYMENT FILE -------- 2)
                                         1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES       1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES  2) NOT POSTED                          2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                              TRANSACTION CODE  232

```
                            TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                    ACTIVE TRANSACTION CODES
                            AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/20/01)
          ********************************************************************************************************
```
TRANSACTION CODE:    233 SCHEDULE PAYMENT PREVIOUSLY ACCRUED (AUTO)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

```
CLAIM SCHEDULE #:      REQUIRED                     DR1 3010    ACCOUNTS PAYABLE
MODIFIER:              OPT/AGY DEFINED              CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  REQUIRED                     DR2
VENDOR #:             OPT/AGY DEFINED               CR2
INVOICE #:            OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED               CR3
INDEX:               REQUIRED                       DR4
OBJECT DETAIL:       REQUIRED                       CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED      POSTING SEQUENCE:    8                 SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA   TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE
FUND/FUND SOURCE:    LOOKED UP BY PCA     ADVICE FOR EXPENDITURE PREVIOUSLY ACCRUED AS
FUND DETAIL:         OPT/AGY DEFINED      ACCOUNTS PAYABLE.  CODING FIELDS MUST MATCH
BUDGETARY SEQ:       NOT ALLOWED          EXISTING DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4
SUBSIDIARY ACCOUNT:  NOT ALLOWED          KEY.  TRANSACTION WILL GENERATE TC 360.  TO
G/L ACCOUNT #:       NOT ALLOWED          REVERSE, USE TC 246R.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ----------- DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                  *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS        1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3010        2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS   ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3010        *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST      1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
                                          2) NOT POSTED                             2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
2)                                           2) NOT POSTED                             2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                   TRANSACTION CODE  233
```

                     TRANSACTION CODE DECISION TABLE ILLUSTRATION
                              ACTIVE TRANSACTION CODES
                     AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*************************************************************************************************************************
TRANSACTION CODE:    234 DISBURSE EXCESS SALARY ADVANCE REPAYMENT - MAN CK

-----------INPUT CODING REQUIREMENTS----------            THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                        DR1 1714    SALARY ADVANCES
MODIFIER:              OPT/AGY DEFINED                    CR1 1130    REVOLVING FUND CASH
REFERENCE DOCUMENT #:  REQUIRED                           DR2
VENDOR #:              OPT/AGY DEFINED                        CR2
INVOICE #:            OPT/AGY DEFINED                     DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                         CR3
INDEX:                OPT/AGY DEFINED                     DR4
OBJECT DETAIL:        NOT ALLOWED                             CR4
PCA NO:               NOT ALLOWED
PROJECT #:            NOT ALLOWED          POSTING SEQUENCE:    8              SECURITY GROUP: DISB-ORF CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED          TRANSACTION REGISTER: ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS: ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: NOT ALLOWED          TO RECORD DISBURSEMENT OF MANUAL REV FUND CHECK
FUND/FUND SOURCE:     REQUIRED             FOR BALANCE OF PAYROLL DUE EMPLOYEE.  THIS ENTRY
FUND DETAIL:          OPT/AGY DEFINED      IS THE NET DIFFERENCE BETWEEN THE SALARY ADVANCE
BUDGETARY SEQ:        NOT ALLOWED          AMOUNT AND THE SCO PAYROLL WARRANT.  CODING FIELDS
SUBSIDIARY ACCOUNT:   NOT ALLOWED          MUST MATCH EXISTING DOC.  FOR DOC RETRIEVAL, USE
G/L ACCOUNT #:        NOT ALLOWED          F4 KEY.  FOR AUTOMATED CHECK, USE TC 430.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ----------- ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                      *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ADJUSTMENTS            1) NOT POSTED                               1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1714           2)                                          2)
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                    ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                 *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                            2) NOT POSTED                               2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                    --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED

                                                 ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                          2) NOT POSTED                               2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                     TRANSACTION CODE  234

                                    TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                            ACTIVE TRANSACTION CODES
                                AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*******************************************************************************************************************************

TRANSACTION CODE:    235 DISBURSE EXCESS TRAVEL ADVANCE REPAYMENT - MAN CK

-----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 1712    TRAVEL ADVANCES
MODIFIER:              OPT/AGY DEFINED                  CR1 1130    REVOLVING FUND CASH
REFERENCE DOCUMENT #:  REQUIRED                         DR2
VENDOR #:             OPT/AGY DEFINED                   CR2
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                   CR3
INDEX:               OPT/AGY DEFINED                    DR4
OBJECT DETAIL:        NOT ALLOWED                       CR4
PCA NO:              NOT ALLOWED
PROJECT #:            NOT ALLOWED       POSTING SEQUENCE:     8                  SECURITY GROUP: DISB-ORF CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED   CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)  NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED        TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
CHECK #:             REQUIRED
APPROPRIATION SYMBOL: NOT ALLOWED       TO RECORD DISBURSEMENT OF MANUAL REV FUND CHECK
FUND/FUND SOURCE:    REQUIRED           FOR BALANCE OF TRAVEL EXPENSE DUE EMPLOYEE.  THIS
FUND DETAIL:         OPT/AGY DEFINED    ENTRY IS THE NET DIFFERENCE BETWEEN THE TRAVEL EXP
BUDGETARY SEQ:       NOT ALLOWED        CLAIM AND THE TRAVEL ADV AMOUNT.  CODING FIELDS
SUBSIDIARY ACCOUNT:  NOT ALLOWED        MUST MATCH EXISTING DOC.  FOR DOC RETRIEVAL, USE
G/L ACCOUNT #:       NOT ALLOWED        F4 KEY.  FOR AUTOMATED CHECK, USE TC 431.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ADJUSTMENTS          1) NOT POSTED                          1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1712         2)                                     2)
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                           1) POSTS AS CREDIT TO CASH DECREASE    1) NOT POSTED
                                           2) NOT POSTED                          2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                         1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED

                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                              1) POSTS AS CREDIT TO CASH DECREASE    1) NOT POSTED
2)                                         2) NOT POSTED                          2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                             TRANSACTION CODE  235

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                           TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                    ACTIVE TRANSACTION CODES
                              AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
      *********************************************************************************************************
      TRANSACTION CODE:    236 CLAIM CORRECTION IN ORF (FUND 0998)

      -----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

      CLAIM SCHEDULE #:      NOT ALLOWED                     DR1
      MODIFIER:             OPT/AGY DEFINED                  CR1 1400   DUE FROM OTHER FUNDS OR APPROPRIATIONS
      REFERENCE DOCUMENT #: REQUIRED                         DR2
      VENDOR #:            OPT/AGY DEFINED                   CR2
      INVOICE #:           OPT/AGY DEFINED                   DR3
      CURRENT DOCUMENT #:  REQUIRED                          CR3
      INDEX:              OPT/AGY DEFINED                    DR4
      OBJECT DETAIL:       NOT ALLOWED                       CR4
      PCA NO:              NOT ALLOWED
      PROJECT #:           NOT ALLOWED           POSTING SEQUENCE:    9                     SECURITY GROUP: OTHER
      MULTI-PURPOSE CODE:  OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE                NET BATCH BAL:  PLUS
      SOURCE:              NOT ALLOWED           TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
      CHECK #:             NOT ALLOWED
      APPROPRIATION SYMBOL: NOT ALLOWED          TO RECORD CLAIM CORRECTION IN ORF (FUND 0998).
      FUND/FUND SOURCE:    REQUIRED              ENTER GLAN 1710 OR 1712.  MUST ALSO USE TC 253.
      FUND DETAIL:         OPT/AGY DEFINED       CODING FIELDS MUST MATCH EXISTING DOC IN GLAN
      BUDGETARY SEQ:       NOT ALLOWED           1400.  VENDOR NUMBER ENTERED MUST MATCH GLAN 1400
      SUBSIDIARY ACCOUNT:  REQUIRED              RECORD.  FOR DOCUMENT RETRIEVAL, USE F4 KEY.  NOT
      G/L ACCOUNT #:       REQUIRED              SUBJECT TO FJ EDITS.
      VENDOR NAME/ADDRESS: OPT/AGY DEFINED


      TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

          ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
          *       (MATCH REQUIRED)                    *      (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
      1) POSTS AS DEBIT TO  LIQUIDATIONS       1) NOT POSTED                            1) NOT POSTED
         DOCUMENT SUPPORTS G/L ACCT            2)                                       2)
         REFERENCE DOCUMENT # USED TO POST
      2)                 ADJUSTMENTS           ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)                *       (NO MATCH REQUIREMENT)
         DOCUMENT SUPPORTS G/L ACCT 1400       1) NOT POSTED                            1) NOT POSTED
         CURRENT DOCUMENT # USED TO POST       2)                                       2)

          ------------ OPERATING FILE ------------
      1) NOT POSTED                            --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
      2)                                       1) ADDS PAYMENT RECORD IF VENDOR # USED   1) POSTS AS CREDIT TO DECREASES
                                                                                             RECORD SUPPORTS G/L ACCT  1400
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                               1) NOT POSTED
      TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

          -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
      1) NOT POSTED                            1) NOT POSTED                            1) NOT POSTED
      2)                                       2)                                       2)

          ------ APPROPRIATION SHADOW FILE -------
      1) NOT POSTED
      2)                                                                                           TRANSACTION CODE  236
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                        TRANSACTION CODE DECISION TABLE ILLUSTRATION
                               ACTIVE TRANSACTION CODES
                        AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    237 RECORD SCO DISBURSEMENT OF DEPOSITS

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                       DR1 3500    LIABILITIES FOR DEPOSITS
MODIFIER:              OPT/AGY DEFINED                   CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                   DR2
VENDOR #:              OPT/AGY DEFINED                   CR2
INVOICE #:            OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:    REQUIRED                          CR3
INDEX:                OPT/AGY DEFINED                    DR4
OBJECT DETAIL:        NOT ALLOWED                        CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:    8                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED         TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED      TO RECORD SCO DISBURSEMENT OF LIABILITIES FOR
FUND/FUND SOURCE:     REQUIRED             DEPOSIT.  TRANS IS TYPICALLY USED IN SPECIAL
FUND DETAIL:          OPT/AGY DEFINED      DEPOSIT ACCOUNTING AND IS POSTED AT FUND LEVEL.
BUDGETARY SEQ:        NOT ALLOWED          FUND DETAIL AND SUBSIDIARY CODE MUST MATCH
SUBSIDIARY ACCOUNT:   REQUIRED             ORIGINAL POSTING (REFER TO S01 REPORT).  FOR
G/L ACCOUNT #:        NOT ALLOWED          DISBURS OF AGENCY TRUST (GLAN 1120), USE TC 185.
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) NOT POSTED                                1) NOT POSTED
                                              2)                                           2)

2)                                               ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                 *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE          1) NOT POSTED
                                              2) NOT POSTED                                2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                    --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                            1) NOT POSTED                                1) POSTS AS DEBIT TO  DECREASES
                                                                                              RECORD SUPPORTS G/L ACCT  3500
                                                 ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE          1) NOT POSTED
2)                                            2) NOT POSTED                                2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                              TRANSACTION CODE  237

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    239 SCHEDULE NO WARRANT REIMBURSEMENT REFUND (MANUAL)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                         DR1 8100    REIMBURSEMENTS
MODIFIER:             OPT/AGY DEFINED                   CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #: OPT/AGY DEFINED                   DR2
VENDOR #:            OPT/AGY DEFINED                    CR2
INVOICE #:           OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:   REQUIRED                          CR3
INDEX:               OPT/AGY DEFINED                    DR4
OBJECT DETAIL:        NOT ALLOWED                       CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED       POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)    NET BATCH BAL:  PLUS
SOURCE:              REQUIRED              TRANSACTION REGISTER: REVENUE (7)          ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA     TO RECORD MANUAL CLM SCHD FROM REIMBS.  ATTACH LTR
FUND/FUND SOURCE:    LOOKED UP BY PCA      WITH DATE OF ORIGINAL DEPOSIT AND CR NBR.  MARK
FUND DETAIL:         OPT/AGY DEFINED       FACE SHEET "NO WARRANT" AND INCLUDE AGENCY NAME &
BUDGETARY SEQ:       NOT ALLOWED           CREDIT APPN INFO.  IF PAYEE IS NON-STATE ENTITY OR
SUBSIDIARY ACCOUNT:  NOT ALLOWED           WARR REQUIRED, SCO PRE-APPROVAL REQUIRED.  LTR TO
G/L ACCOUNT #:       NOT ALLOWED           TFR FUNDS TO "D" ACCT REQD.  WILL GENERATE TC 360.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS 1) POSTS AS DEBIT TO  REIMBURSEMENTS
                                            2) NOT POSTED                               2) NOT POSTED

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *        (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                            2) NOT POSTED                               2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8100            --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                          2) NOT POSTED                               2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS
2) NOT POSTED                                                                          TRANSACTION CODE  239

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                       ACTIVE TRANSACTION CODES
                               AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
*************************************************************************************************************
TRANSACTION CODE:    240 SCHED DIRECT EXPEND NOT PREV ENC OR ACCRUED (MAN)

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  OPT/AGY DEFINED             DR2
VENDOR #:             OPT/AGY DEFINED              CR2
INVOICE #:            OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED              CR3
INDEX:                REQUIRED                     DR4
OBJECT DETAIL:        REQUIRED                     CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:   8                 SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)   NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED         TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA       TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE
FUND/FUND SOURCE:     LOOKED UP BY PCA        NOT ENCUMBERED OR ACCRUED.  USE TC 231 FOR
FUND DETAIL:         OPT/AGY DEFINED         AUTOMATED CLAIM, TC 471 FOR CREDIT MEMO OR TC 253
BUDGETARY SEQ:       NOT ALLOWED            FOR CLAIM CUT.  TRANSACTION WILL GENERATE TC 360.
SUBSIDIARY ACCOUNT:  NOT ALLOWED
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
      *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                  1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2) NOT POSTED                               2) NOT POSTED

2)                                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                  *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                               1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2) NOT POSTED                               2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000               --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                  1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                                  ------- REPORTABLE PAYMENT FILE -------- 2)
                                               1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES    1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                               2) NOT POSTED                               2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                           TRANSACTION CODE  240

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************
TRANSACTION CODE:    241 ADJ DECREASE DUE FROM OTHER GOVERNMENT-AUDIT EXCPT

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 1600    PROVISION FOR DEFERRED RECEIVABLES
MODIFIER:              OPT/AGY DEFINED                 CR1 1500    DUE FROM OTHER GOVERNMENTS
REFERENCE DOCUMENT #:  REQUIRED                        DR2
VENDOR #:              OPT/AGY DEFINED                     CR2
INVOICE #:             OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                     CR3
INDEX:                 OPT/AGY DEFINED                 DR4
OBJECT DETAIL:         REQUIRED                            CR4
PCA NO:                OPT/AGY DEFINED
PROJECT #:             OPT/AGY DEFINED           POSTING SEQUENCE:    4               SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED           CLAIM SCHEDULE IMPACT: NONE          NET BATCH BAL:  PLUS
SOURCE:                REQUIRED                  TRANSACTION REGISTER: REVENUE (7)    ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  REQUIRED IF PCA NOT USED  TO RECORD DECREASE IN DUE FROM OTHER GOVERNMENTS-
FUND/FUND SOURCE:      REQUIRED                  AUDIT EXCEPTION AS A RESULT OF AN AUDIT.  ORIGINAL
FUND DETAIL:           OPT/AGY DEFINED           ENTRY WAS POSTED WITH TC 221.  TO RECORD INCREASE,
BUDGETARY SEQ:         NOT ALLOWED               USE TC 244.
SUBSIDIARY ACCOUNT:    REQUIRED
G/L ACCOUNT #:         NOT ALLOWED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                     *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS           1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1500          2)                                        2)
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                  ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                              1) NOT POSTED
                                            2)                                        2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                              1) POSTS AS CREDIT TO ADJUSTMENT AMOUNT
                                                                                          RECORD SUPPORTS G/L ACCT  1500
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                              1) NOT POSTED
2)                                          2)                                        2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                   TRANSACTION CODE  241

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/20/01)
*******************************************************************************************************************
TRANSACTION CODE:    242 REC DIRECT SCO PAY OF EXP NOT PREV ENC OR ACC

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED              DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED          CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  OPT/AGY DEFINED          DR2
VENDOR #:             OPT/AGY DEFINED           CR2
INVOICE #:            OPT/AGY DEFINED           DR3
CURRENT DOCUMENT #:    REQUIRED                 CR3
INDEX:                REQUIRED                  DR4
OBJECT DETAIL:        REQUIRED                  CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:   8                     SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED         TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA     TO RECORD SCO PAYMENT OF EXPEND NOT PREVIOUSLY
FUND/FUND SOURCE:     LOOKED UP BY PCA     ENCUM OR ACCRUED.  USE SCO DOC NBR AS CURR DOC FOR
FUND DETAIL:          OPT/AGY DEFINED      AUDIT PURPOSES.  USE TC 240/240R TO CORRECT VENDOR
BUDGETARY SEQ:        NOT ALLOWED          NBR/OBJ DTL ERRORS.  CAUTION: USING TC 242 TO CORR
SUBSIDIARY ACCOUNT:   NOT ALLOWED          VENDOR NBR OR OBJ DTL ERRORS MAY CREATE ERROR IN
G/L ACCOUNT #:        NOT ALLOWED          RP FILE.  IF USED, TC R01/R02 MAY BE NEEDED.
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
     *      (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  EXPENDITURES      1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                              2) NOT POSTED                          2) NOT POSTED

2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                              2) NOT POSTED                          2) NOT POSTED

     ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000             --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED

                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                              2) NOT POSTED                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                          TRANSACTION CODE  242

                               TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                       ACTIVE TRANSACTION CODES
                               AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/20/01)
********************************************************************************************************************
TRANSACTION CODE:    243 SCHED EXPENDENDITURES PREV ENCUMBERED (MANUAL)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:               OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   REQUIRED                    DR2
VENDOR #:               OPT/AGY DEFINED             CR2
INVOICE #:              OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED             CR3
INDEX:                  REQUIRED                    DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:          REQUIRED                    CR4 6150    ENCUMBRANCES
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED      POSTING SEQUENCE:   8                    SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)     NET BATCH BAL: PLUS
SOURCE:                 NOT ALLOWED         TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA        TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE
FUND/FUND SOURCE:       LOOKED UP BY PCA        PREVIOUSLY ENCUMBERED.  CODING FIELDS MUST MATCH
FUND DETAIL:            OPT/AGY DEFINED         EXISTING DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4
BUDGETARY SEQ:          NOT ALLOWED             KEY.  TRANSACTION WILL GEN TC 360.  USE TC 240R
SUBSIDIARY ACCOUNT:     NOT ALLOWED             TO REVERSE AND TC 212 TO CORRECT ENCUMBRANCE.
G/L ACCOUNT #:          NOT ALLOWED             **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS           1) POSTS AS CREDIT TO ENCUMBRANCES          1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150           2) POSTS AS DEBIT TO  EXPENDITURES          2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 6150           *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST         1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS CREDIT TO ENCUMBRANCES
                                             2) NOT POSTED                              2) POSTS AS DEBIT TO  CASH EXPENDITURES

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                    G/L ACCT  6150         1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES           1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES      2) NOT POSTED                              2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                          TRANSACTION CODE  243

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                             TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                                 AS OF 10/10/01                  (TRANSACTION ADDED/MODIFIED: 08/13/01)
 ***************************************************************************************************************
 TRANSACTION CODE:    244 ADJ INCREASE DUE FROM OTHER GOVERNMENT-AUDIT EXCPT

 ----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

 CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 1500    DUE FROM OTHER GOVERNMENTS
 MODIFIER:              OPT/AGY DEFINED                  CR1 1600    PROVISION FOR DEFERRED RECEIVABLES
 REFERENCE DOCUMENT #:  REQUIRED                         DR2
 VENDOR #:              OPT/AGY DEFINED                      CR2
 INVOICE #:             OPT/AGY DEFINED                  DR3
 CURRENT DOCUMENT #:    OPT/AGY DEFINED                      CR3
 INDEX:                 OPT/AGY DEFINED                  DR4
 OBJECT DETAIL:         REQUIRED                             CR4
 PCA NO:                OPT/AGY DEFINED
 PROJECT #:             OPT/AGY DEFINED          POSTING SEQUENCE:    4                 SECURITY GROUP: OTHER
 MULTI-PURPOSE CODE:    OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: NONE            NET BATCH BAL:  PLUS
 SOURCE:                REQUIRED                 TRANSACTION REGISTER:  REVENUE (7)     ACTIVE STATUS:  ACTIVE
 CHECK #:               NOT ALLOWED
 APPROPRIATION SYMBOL:  REQUIRED IF PCA NOT USED  TO RECORD INCREASE IN DUE FROM OTHER GOVERNMENTS-
 FUND/FUND SOURCE:      REQUIRED                  AUDIT EXCEPTION AS A RESULT OF AN AUDIT.  ORIGINAL
 FUND DETAIL:           OPT/AGY DEFINED           ENTRY WAS POSTED WITH TC 221.  TO RECORD DECREASE,
 BUDGETARY SEQ:         NOT ALLOWED               USE TC 241.
 SUBSIDIARY ACCOUNT:    REQUIRED
 G/L ACCOUNT #:         NOT ALLOWED
 VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


 TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
 1) POSTS AS DEBIT TO   ADJUSTMENTS          1) NOT POSTED                               1) NOT POSTED
    DOCUMENT SUPPORTS G/L ACCT 1500          2)                                          2)
    REFERENCE DOCUMENT # USED TO POST
 2) NOT POSTED                                  ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                               1) NOT POSTED
                                             2)                                          2)


    ------------ OPERATING FILE ------------
 1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
 2)                                          1) NOT POSTED                               1) POSTS AS DEBIT TO   ADJUSTMENT AMOUNT
                                                                                            RECORD SUPPORTS G/L ACCT  1500
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
 TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
 1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
 2)                                          2)                                          2)

    ------ APPROPRIATION SHADOW FILE -------
 1) NOT POSTED
 2)                                                                                              TRANSACTION CODE  244
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                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                        ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/20/01)
********************************************************************************************************************
TRANSACTION CODE:    245 REC SCO PAY OF EXPENDITURE PREV ENCUMBERED

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                       DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:             OPT/AGY DEFINED                    CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #: REQUIRED                           DR2
VENDOR #:             OPT/AGY DEFINED                    CR2
INVOICE #:            OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                    CR3
INDEX:               REQUIRED                            DR4 6155    ENCUMBRANCES - OFFSET
OBJECT DETAIL:       REQUIRED                            CR4 6150    ENCUMBRANCES
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED     POSTING SEQUENCE:   8                    SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:  OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED         TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA   TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY
FUND/FUND SOURCE:    LOOKED UP BY PCA    ENCUMBERED.  USE SCO DOC NBR AS CURR DOC FOR AUDIT
FUND DETAIL:         OPT/AGY DEFINED     PURPOSES.  CODING FIELDS MUST MATCH EXISTING DOC.
BUDGETARY SEQ:       NOT ALLOWED         FOR DOCUMENT RETRIEVAL, USE F4 KEY.  USE TC 242R
SUBSIDIARY ACCOUNT:  NOT ALLOWED         TO REVERSE AND TC 212 TO CORRECT ENCUMBRANCE.
G/L ACCOUNT #:       NOT ALLOWED         **********"R" REVERSE CODE IS NOT ALLOWED*********
VENDOR NAME/ADDRESS: OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                      *      (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS        1) POSTS AS CREDIT TO ENCUMBRANCES       1) POSTS AS CREDIT TO ENCUMBRANCES
   DOCUMENT SUPPORTS G/L ACCT 6150        2) POSTS AS DEBIT TO  EXPENDITURES       2) POSTS AS DEBIT TO  CASH EXPENDITURES
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 6150        *      (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST      1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS CREDIT TO ENCUMBRANCES
                                          2) NOT POSTED                             2) POSTS AS DEBIT TO  CASH EXPENDITURES

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000       --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                    G/L ACCT  6150      1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                          ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES       1) POSTS AS CREDIT TO CASH DECREASE       1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES  2) NOT POSTED                             2) POSTS AS DEBIT TO  EXPENDITURES

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO  EXPENDITURES                                                          TRANSACTION CODE  245
```

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                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    246 SCHED PAYMT OF EXPEND PREVIOUSLY ACCRUED (MANUAL)

-----------INPUT CODING REQUIREMENTS----------           THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                           DR1 3010    ACCOUNTS PAYABLE
MODIFIER:             OPT/AGY DEFINED                     CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #: REQUIRED                            DR2
VENDOR #:            OPT/AGY DEFINED                      CR2
INVOICE #:          OPT/AGY DEFINED                       DR3
CURRENT DOCUMENT #:  OPT/AGY DEFINED                      CR3
INDEX:              REQUIRED                              DR4
OBJECT DETAIL:      REQUIRED                              CR4
PCA NO:             REQUIRED
PROJECT #:          OPT/AGY DEFINED       POSTING SEQUENCE:    8                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE: OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)    NET BATCH BAL:  PLUS
SOURCE:             NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:            NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA    TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE
FUND/FUND SOURCE:    LOOKED UP BY PCA     PREVIOUSLY ACCRUED AS ACCOUNTS PAYABLE.  CODING
FUND DETAIL:        OPT/AGY DEFINED       FIELDS MUST MATCH EXISTING DOCUMENT.  FOR DOCUMENT
BUDGETARY SEQ:      NOT ALLOWED           RETRIEVAL, USE F4 KEY.  TRANSACTION WILL GENERATE
SUBSIDIARY ACCOUNT: NOT ALLOWED          TC 360.
G/L ACCOUNT #:      NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS        1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3010        2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3010        *       (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST      1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
                                          2) NOT POSTED                              2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                              --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                        1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                          ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                              1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
2)                                        2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                   TRANSACTION CODE  246
```

```
                                   TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                          ACTIVE TRANSACTION CODES
                                   AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
************************************************************************************************************
```
TRANSACTION CODE:    248 REC SCO PAYMENT OF EXPENDITURE PREV ACCRUED

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

```
CLAIM SCHEDULE #:      NOT ALLOWED               DR1 3010    ACCOUNTS PAYABLE
MODIFIER:              OPT/AGY DEFINED            CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  REQUIRED                  DR2
VENDOR #:             OPT/AGY DEFINED            CR2
INVOICE #:            OPT/AGY DEFINED            DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED            CR3
INDEX:                REQUIRED                   DR4
OBJECT DETAIL:        OPT/AGY DEFINED            CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:    8                SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE           NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: LOOKED UP BY PCA      TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY
FUND/FUND SOURCE:     LOOKED UP BY PCA      ACCRUED AS ACCOUNTS PAYABLE.  USE SCO DOCUMENT
FUND DETAIL:          OPT/AGY DEFINED       NUMBER AS CURRENT DOCUMENT FOR AUDIT PURPOSES.
BUDGETARY SEQ:        NOT ALLOWED           CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
SUBSIDIARY ACCOUNT:   NOT ALLOWED           DOCUMENT RETRIEVAL, USE F4 KEY.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)            *         (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS        1) NOT POSTED                             1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3010        2)                                        2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS   ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3010        *        (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST      1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
                                          2) NOT POSTED                             2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                               --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED

                                            ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
2)                                          2) NOT POSTED                             2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                   TRANSACTION CODE  248
```

                           TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                    ACTIVE TRANSACTION CODES
                           AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
******************************************************************************************************************
TRANSACTION CODE:    250 SCHED PREPAY TO OTHER FUND/APPN-NO GP EXP (AUTO)

----------INPUT CODING REQUIREMENTS----------       THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        REQUIRED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:                OPT/AGY DEFINED             CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:    OPT/AGY DEFINED             DR2 1730    PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
VENDOR #:                OPT/AGY DEFINED             CR2 5330    RESERVE FOR PREPAID ITEMS
INVOICE #:               OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:      OPT/AGY DEFINED             CR3
INDEX:                   REQUIRED                    DR4
OBJECT DETAIL:           REQUIRED                        CR4
PCA NO:                  REQUIRED
PROJECT #:               OPT/AGY DEFINED     POSTING SEQUENCE:    8                   SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:      OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:                  NOT ALLOWED         TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                 NOT ALLOWED
APPROPRIATION SYMBOL:    LOOKED UP BY PCA        TO GENERATE AUTOMATED CLAIM SCHEDULE AND RECORD
FUND/FUND SOURCE:        LOOKED UP BY PCA        PREPAYMENT TO OTHER FUND/APPN.  FIRST FOUR DIGITS
FUND DETAIL:             OPT/AGY DEFINED         OF SUBSIDIARY SHOULD BE FUND RECEIVING PREPAYMENT.
BUDGETARY SEQ:           NOT ALLOWED             TRANS POSTS AS ADVANCE TO GP FILE.  EXPEND DOES
SUBSIDIARY ACCOUNT:      REQUIRED                NOT POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED
G/L ACCOUNT #:           NOT ALLOWED             (TC 441).  WILL GEN TC 360.  USE TC 251R TO RVRS.
VENDOR NAME/ADDRESS:     REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ----------- ALLOTMENT FILE ------------
     *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                  1) POSTS AS DEBIT TO  EXPENDITURES           1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2) POSTS AS DEBIT TO  ADVANCES               2) POSTS AS DEBIT TO  ADVANCES

2)                                                ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                                  *        (NO MATCH REQUIREMENT)               *        (NO MATCH REQUIREMENT)
                                               1) POSTS AS CREDIT TO CASH DECREASE           1) POSTS AS DEBIT TO  ADVANCES
                                               2) NOT POSTED                                2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000            --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                  1) ADDS PAYMENT RECORD IF VENDOR # USED      1) POSTS AS DEBIT TO  INCREASES
                                                                                               RECORD SUPPORTS G/L ACCT  1730
                                               ------- REPORTABLE PAYMENT FILE --------      2) NOT POSTED
                                               1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES    1) POSTS AS CREDIT TO CASH DECREASE           1) POSTS AS DEBIT TO  ADVANCES
2) POSTS AS DEBIT TO ADVANCES               2) NOT POSTED                                2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) POSTS AS DEBIT TO  ADVANCES                                                             TRANSACTION CODE  250

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
        **********************************************************************************************************
        TRANSACTION CODE:    251 SCHED PREPAYMTS TO OTHER FUND/APPN-NO GP EXP (MAN)

        ----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

        CLAIM SCHEDULE #:        REQUIRED                       DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
        MODIFIER:                OPT/AGY DEFINED                CR1 3021    CLAIMS IN PROCESS
        REFERENCE DOCUMENT #:    OPT/AGY DEFINED                DR2 1730    PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
        VENDOR #:                OPT/AGY DEFINED                CR2 5330    RESERVE FOR PREPAID ITEMS
        INVOICE #:               OPT/AGY DEFINED                DR3
        CURRENT DOCUMENT #:      OPT/AGY DEFINED                CR3
        INDEX:                   REQUIRED                       DR4
        OBJECT DETAIL:           REQUIRED                          CR4
        PCA NO:                  REQUIRED
        PROJECT #:               OPT/AGY DEFINED       POSTING SEQUENCE:    8                 SECURITY GROUP: EXPENDITURES
        MULTI-PURPOSE CODE:      OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)     NET BATCH BAL:  PLUS
        SOURCE:                  NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
        CHECK #:                 NOT ALLOWED
        APPROPRIATION SYMBOL:  LOOKED UP BY PCA        TO RECORD MANUAL CLAIM SCHEDULE AND RECORD
        FUND/FUND SOURCE:      LOOKED UP BY PCA        PREPAYMENT TO OTHER FUND/APPN.  FIRST FOUR DIGITS
        FUND DETAIL:             OPT/AGY DEFINED       OF SUBSIDIARY SHOULD BE FUND RECEIVING PREPAYMENT.
        BUDGETARY SEQ:           NOT ALLOWED           TRANS POSTS AS ADVANCE TO GP FILE.  EXPEND DOES
        SUBSIDIARY ACCOUNT:      REQUIRED              NOT POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED
        G/L ACCOUNT #:           NOT ALLOWED           (TC 441).  WILL GEN TC 360.
        VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


        TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

           ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
           *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
        1) NOT POSTED                                1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                                     2) POSTS AS DEBIT TO  ADVANCES              2) POSTS AS DEBIT TO  ADVANCES

        2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                        *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                                     1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  ADVANCES
                                                     2) NOT POSTED                               2) NOT POSTED

           ------------ OPERATING FILE ------------
        1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
        2) NOT POSTED                                1) ADDS PAYMENT RECORD IF VENDOR # USED     1) POSTS AS DEBIT TO  INCREASES
                                                                                                    RECORD SUPPORTS G/L ACCT  1730
                                                     ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                                     1) NOT POSTED
        TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

           -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
        1) POSTS AS DEBIT TO  TOTAL EXPENDITURES     1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  ADVANCES
        2) POSTS AS DEBIT TO ADVANCES                2) NOT POSTED                               2) NOT POSTED

           ------ APPROPRIATION SHADOW FILE -------
        1) POSTS AS DEBIT TO  EXPENDITURES
        2) POSTS AS DEBIT TO  ADVANCES                                                                  TRANSACTION CODE  251

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    252 REDUCE CLAIMS FILED, NOTICE OF CLAIMS PAID

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     NOT ALLOWED                      DR1 3020    CLAIMS FILED
MODIFIER:             OPT/AGY DEFINED                  CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #: REQUIRED                         DR2
VENDOR #:             OPT/AGY DEFINED                      CR2
INVOICE #:            OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                      CR3
INDEX:                OPT/AGY DEFINED                  DR4
OBJECT DETAIL:        OPT/AGY DEFINED                      CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED         POSTING SEQUENCE:    9              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:               OPT/AGY DEFINED         TRANSACTION REGISTER:  CLAIMS FILED (2)    ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED         TO MANUALLY POST REDUCTION IN CLAIMS FILED FOR
FUND/FUND SOURCE:     REQUIRED                CLAIMS PAID BY SCO.  AGENCY MAY USE AUTOMATED
FUND DETAIL:          OPT/AGY DEFINED         CD102 POSTING PROCESS (REFER TO TC 362).  BALANCE
BUDGETARY SEQ:        NOT ALLOWED             OF CLAIM SCHEDULES IN GLAN 3020 MAY BE OBTAINED BY
SUBSIDIARY ACCOUNT:   NOT ALLOWED             USING THE ONLINE DOCUMENT FILE INQUIRY OR BY
G/L ACCOUNT #:        NOT ALLOWED             ORDERING A D05 REPORT.
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                     *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS          1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3020          2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3020          *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST    1) NOT POSTED                              1) NOT POSTED
                                        2)                                         2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                              --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                     1) NOT POSTED                              1) NOT POSTED

                                           ------- REPORTABLE PAYMENT FILE -------- 2)
                                       1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                              1) NOT POSTED                              1) NOT POSTED
2)                                         2)                                         2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                         TRANSACTION CODE  252

                            TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                             AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    253 REDUCE EXPENDITURE (CLAIM CORRECTION)

----------INPUT CODING REQUIREMENTS----------           THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 1140    CASH IN STATE TREASURY
MODIFIER:             OPT/AGY DEFINED                 CR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:             OPT/AGY DEFINED                 CR2
INVOICE #:            OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:   REQUIRED                        CR3
INDEX:               REQUIRED                         DR4
OBJECT DETAIL:       REQUIRED                         CR4
PCA NO:              REQUIRED
PROJECT #:           OPT/AGY DEFINED        POSTING SEQUENCE:    8                   SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: CLAIM CORRECTION (7)   NET BATCH BAL: MINUS
SOURCE:              NOT ALLOWED            TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA     TO REDUCE EXPENDITURE DUE TO CLAIM CORRECTION BY
FUND/FUND SOURCE:    LOOKED UP BY PCA       SCO.  THIS ENTRY SHOULD CONTAIN THE SAME CODING
FUND DETAIL:         OPT/AGY DEFINED        INFO AS THE ORIGINAL TRANSACTION.  CURRENT DOC IS
BUDGETARY SEQ:       NOT ALLOWED            CLAIM SCHEDULE NUMBER.   IF ORIGINAL TRANS WAS TC
SUBSIDIARY ACCOUNT:  NOT ALLOWED            226 - 229, USE TC P53.  TC R01 MAY BE NEEDED FOR
G/L ACCOUNT #:       NOT ALLOWED            RP FILE.  TRANSACTION WILL GENERATE TC 361.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS CREDIT TO EXPENDITURES          1) POSTS AS CREDIT TO CASH EXPENDITURES
                                             2) NOT POSTED                               2) NOT POSTED

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                             1) POSTS AS DEBIT TO  CASH INCREASE          1) POSTS AS CREDIT TO CASH EXPENDITURES
                                             2) NOT POSTED                               2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9000             --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED

                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS CREDIT TO TOTAL EXPENDITURES  1) POSTS AS DEBIT TO  CASH INCREASE          1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                             2) NOT POSTED                               2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED                                                                          TRANSACTION CODE  253

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    254 RECORD INTER-FUND LOAN (NONCURRENT PORTION)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 2120    ADVANCES TO OTHER FUNDS
MODIFIER:              OPT/AGY DEFINED                  CR1 5340    RESERVE FOR ADVANCES
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                  DR2
VENDOR #:              OPT/AGY DEFINED                  CR2
INVOICE #:             OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:    REQUIRED                         CR3
INDEX:                 OPT/AGY DEFINED                  DR4
OBJECT DETAIL:         OPT/AGY DEFINED                  CR4
PCA NO:                OPT/AGY DEFINED
PROJECT #:             OPT/AGY DEFINED         POSTING SEQUENCE:    8              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED             TRANSACTION REGISTER:  GENERAL JOURNAL (9)    ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  OPT/AGY DEFINED         TO RECORD ADVANCE TO OTHER FUNDS FOR NON-CURRENT
FUND/FUND SOURCE:      REQUIRED                PORTION OF INTER-FUND LOAN.  THIS ENTRY IS POSTED
FUND DETAIL:           OPT/AGY DEFINED         CONCURRENTLY WITH TC 481.  THE FIRST FOUR DIGITS
BUDGETARY SEQ:         NOT ALLOWED             OF SUBSIDIARY CODE SHOULD BE THE FUND NUMBER
SUBSIDIARY ACCOUNT:    REQUIRED                RECEIVING THE LOAN.  TO LIQUIDATE THE ADVANCE, USE
G/L ACCOUNT #:         NOT ALLOWED             TC 258.
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                               1) POSTS AS DEBIT TO  INCREASES
                                                                                           RECORD SUPPORTS G/L ACCT  2120
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
2)                                          2)                                          2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                      TRANSACTION CODE  254

                                 TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                         ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
        ********************************************************************************************************************
        TRANSACTION CODE:    255 RECORD CLAIM CORRECTION - INCREASE DEPOSITS

        -----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

        CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 3020    CLAIMS FILED
        MODIFIER:              OPT/AGY DEFINED                  CR1 3500    LIABILITIES FOR DEPOSITS
        REFERENCE DOCUMENT #:  REQUIRED                         DR2
        VENDOR #:              OPT/AGY DEFINED                  CR2
        INVOICE #:             OPT/AGY DEFINED                  DR3
        CURRENT DOCUMENT #:    OPT/AGY DEFINED                  CR3
        INDEX:                 OPT/AGY DEFINED                  DR4
        OBJECT DETAIL:         NOT ALLOWED                      CR4
        PCA NO:                OPT/AGY DEFINED
        PROJECT #:             OPT/AGY DEFINED          POSTING SEQUENCE:    9                     SECURITY GROUP: EXPENDITURES
        MULTI-PURPOSE CODE:    OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: NONE                NET BATCH BAL:  PLUS
        SOURCE:                NOT ALLOWED              TRANSACTION REGISTER:  CLAIMS FILED (2)     ACTIVE STATUS:  ACTIVE
        CHECK #:               NOT ALLOWED
        APPROPRIATION SYMBOL:  OPT/AGY DEFINED          TO REDUCE DECREASE IN DISBURSEMENT FROM
        FUND/FUND SOURCE:      REQUIRED                 LIABILITIES FOR DEPOSITS DUE TO CLAIM CORRECTION
        FUND DETAIL:           OPT/AGY DEFINED          BY SCO.  THIS ENTRY SHOULD CONTAIN THE SAME CODING
        BUDGETARY SEQ:         NOT ALLOWED              INFORMATION AS THE ORIGINAL TRANSACTION.  CURRENT
        SUBSIDIARY ACCOUNT:    REQUIRED                 DOCUMENT IS CLAIM SCHEDULE NUMBER.  TRANSACTION
        G/L ACCOUNT #:         NOT ALLOWED              DOES NOT GENERATE TC 361.
        VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


        TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

           ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
           *      (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
        1) POSTS AS DEBIT TO  LIQUIDATIONS          1) NOT POSTED                              1) NOT POSTED
           DOCUMENT SUPPORTS G/L ACCT 3020          2)                                         2)
           REFERENCE DOCUMENT # USED TO POST
        2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
           DOCUMENT SUPPORTS G/L ACCT 3020          *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
           REFERENCE DOCUMENT # USED TO POST        1) POSTS AS DEBIT TO  CASH INCREASE        1) NOT POSTED
                                                    2) NOT POSTED                              2)

           ------------ OPERATING FILE ------------
        1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
        2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS CREDIT TO INCREASES
                                                                                                  RECORD SUPPORTS G/L ACCT  3500
                                                       ------- REPORTABLE PAYMENT FILE --------  2) NOT POSTED
                                                    1) NOT POSTED
        TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

           -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
        1) NOT POSTED                               1) POSTS AS DEBIT TO  CASH INCREASE        1) NOT POSTED
        2)                                          2) NOT POSTED                              2)

           ------ APPROPRIATION SHADOW FILE -------
        1) NOT POSTED
        2)                                                                                                       TRANSACTION CODE  255

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    256 RECORD CLAIM CORRECTION - INCREASE REVENUE

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                     DR1 1140     CASH IN STATE TREASURY
MODIFIER:               OPT/AGY DEFINED                 CR1 8000   REVENUE/OPERATING REVENUE
REFERENCE DOCUMENT #:   OPT/AGY DEFINED                 DR2
VENDOR #:               OPT/AGY DEFINED                 CR2
INVOICE #:              OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:     REQUIRED                        CR3
INDEX:                  REQUIRED                        DR4
OBJECT DETAIL:          NOT ALLOWED                     CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED       POSTING SEQUENCE:    9                     SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: CLAIM CORRECTION (7)   NET BATCH BAL:  PLUS
SOURCE:                 REQUIRED              TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA      TO REDUCE DECREASE IN DISBURSEMENT FROM REVENUE
FUND/FUND SOURCE:       LOOKED UP BY PCA      DUE TO CLAIM CORRECTION BY SCO.  THIS ENTRY SHOULD
FUND DETAIL:            OPT/AGY DEFINED       CONTAIN THE SAME CODING INFORMATION AS THE
BUDGETARY SEQ:          NOT ALLOWED           ORIGINAL TRANSACTION.  CURRENT DOCUMENT IS CLAIM
SUBSIDIARY ACCOUNT:     NOT ALLOWED           SCHEDULE NUMBER.  TRANSACTION WILL GENERATE TC
G/L ACCOUNT #:          NOT ALLOWED           361.
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS CREDIT TO EARNED REVENUE     1) NOT POSTED
                                             2) NOT POSTED                            2)

2)                                               ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                             *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)
                                             1) POSTS AS DEBIT TO  CASH INCREASE      1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
                                             2) NOT POSTED                            2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  8000          --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS DEBIT TO  CASH INCREASE      1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)                                           2) NOT POSTED                            2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EARNED REVENUE
2) NOT POSTED                                                                            TRANSACTION CODE  256

```
                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************
```
TRANSACTION CODE:   257 RECORD CLAIM CORRECTION - INCREASE REIMBURSEMENTS

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                DR1 1140    CASH IN STATE TREASURY
MODIFIER:              OPT/AGY DEFINED            CR1 8100    REIMBURSEMENTS
REFERENCE DOCUMENT #:  OPT/AGY DEFINED            DR2
VENDOR #:              OPT/AGY DEFINED            CR2
INVOICE #:             OPT/AGY DEFINED            DR3
CURRENT DOCUMENT #:    REQUIRED                   CR3
INDEX:                 REQUIRED                   DR4
OBJECT DETAIL:         OPT/AGY DEFINED            CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED       POSTING SEQUENCE:    9                SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: CLAIM CORRECTION (7)    NET BATCH BAL:  PLUS
SOURCE:                REQUIRED              TRANSACTION REGISTER:  REVENUE (7)             ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO REDUCE DECREASE IN DISBURSEMENT FROM
FUND/FUND SOURCE:      LOOKED UP BY PCA      REIMBURSEMENTS DUE TO CLAIM CORRECTION BY SCO.
FUND DETAIL:           OPT/AGY DEFINED       THIS ENTRY SHOULD CONTAIN THE SAME CODING
BUDGETARY SEQ:         NOT ALLOWED           INFORMATION AS THE ORIGINAL TRANSACTION.  CURRENT
SUBSIDIARY ACCOUNT:    NOT ALLOWED           DOCUMENT IS CLAIM SCHEDULE NUMBER.  TRANSACTION
G/L ACCOUNT #:         NOT ALLOWED           WILL GENERATE TC 361.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS CREDIT TO EARNED REIMBURSEMENTS 1) POSTS AS CREDIT TO REIMBURSEMENTS
                                              2) NOT POSTED                               2) NOT POSTED

2)                                            ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                              *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                              1) POSTS AS DEBIT TO  CASH INCREASE         1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
                                              2) NOT POSTED                               2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  8100           --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS DEBIT TO  CASH INCREASE         1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)                                            2) NOT POSTED                               2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO EARNED REIMBURSEMENTS
2) NOT POSTED                                                                                   TRANSACTION CODE  257
```

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                                 TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                        ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                     (TRANSACTION ADDED/MODIFIED: 08/13/01)
*******************************************************************************************************************************
TRANSACTION CODE:    258 REDUCE INTER-FUND LOAN (PAYMENT OR ACCRUAL)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     NOT ALLOWED                      DR1 5340    RESERVE FOR ADVANCES
MODIFIER:            OPT/AGY DEFINED                    CR1 2120    ADVANCES TO OTHER FUNDS
REFERENCE DOCUMENT #: OPT/AGY DEFINED                  DR2
VENDOR #:            OPT/AGY DEFINED                        CR2
INVOICE #:           OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:  REQUIRED                               CR3
INDEX:              OPT/AGY DEFINED                     DR4
OBJECT DETAIL:       OPT/AGY DEFINED                        CR4
PCA NO:             OPT/AGY DEFINED
PROJECT #:          OPT/AGY DEFINED        POSTING SEQUENCE:    7              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:  OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:             NOT ALLOWED            TRANSACTION REGISTER:  GENERAL JOURNAL (9)   ACTIVE STATUS:  ACTIVE
CHECK #:            NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED      TO RECORD LIQUIDATION OF ADVANCES TO OTHER FUNDS
FUND/FUND SOURCE:   REQUIRED               WHEN REPAYMENT OF INTER-FUND LOAN IS RECEIVED.
FUND DETAIL:        OPT/AGY DEFINED        ENTRY IS POSTED CONCURRENTLY WITH TC 483 OR TC
BUDGETARY SEQ:      NOT ALLOWED            260.  TC 258 IS ALSO USED FOR POSTING YEAR-END
SUBSIDIARY ACCOUNT: REQUIRED               ACCRUAL ENTRY FOR PYMT EXPECTED IN THE NEXT YEAR.
G/L ACCOUNT #:      NOT ALLOWED            SUBSID CODE MUST MATCH ORIGINAL POSTING (SEE S01).
VENDOR NAME/ADDRESS: OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
     *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) NOT POSTED                             1) NOT POSTED
                                              2)                                        2)

2)                                            ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
                                              1) NOT POSTED                             1) NOT POSTED
                                              2)                                        2)

   ------------ OPERATING FILE ------------
1) NOT POSTED                                 --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                            1) NOT POSTED                             1) POSTS AS CREDIT TO DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  2120
                                              ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) NOT POSTED                             1) NOT POSTED
2)                                            2)                                        2)

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                               TRANSACTION CODE  258
```

                                  TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                          ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
************************************************************************************************************************
TRANSACTION CODE:    259 LIQUIDATE DUE FROM OTH FUND - OP TRANSFERS-IN

-----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 1140     CASH IN STATE TREASURY
MODIFIER:              OPT/AGY DEFINED                  CR1 1400     DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:  REQUIRED                         DR2
VENDOR #:              OPT/AGY DEFINED                      CR2
INVOICE #:             OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                      CR3
INDEX:                 REQUIRED                         DR4
OBJECT DETAIL:         OPT/AGY DEFINED                      CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED         POSTING SEQUENCE:    9                    SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
SOURCE:                REQUIRED               TRANSACTION REGISTER: REVENUE (7)          ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA        TO RECORD LIQUIDATION OF DUE FROM OTHER FUNDS FOR
FUND/FUND SOURCE:      LOOKED UP BY PCA        OPERATING TRANSFERS-IN ORIGINALLY ESTABLISHED WITH
FUND DETAIL:           OPT/AGY DEFINED         TC 260.  CODING FIELDS MUST MATCH EXISTING
BUDGETARY SEQ:         NOT ALLOWED             DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4 KEY.
SUBSIDIARY ACCOUNT:    REQUIRED
G/L ACCOUNT #:         NOT ALLOWED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE -----------
    *        (MATCH REQUIRED)                  *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS          1) NOT POSTED                               1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1400          2)                                          2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS   ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 1400          *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST        1) POSTS AS DEBIT TO  CASH INCREASE         1) NOT POSTED
                                            2) NOT POSTED                               2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                               1) POSTS AS CREDIT TO DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  1400
                                            ------- REPORTABLE PAYMENT FILE --------    2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS DEBIT TO  CASH INCREASE         1) NOT POSTED
2)                                          2) NOT POSTED                               2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                 TRANSACTION CODE  259

```
                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                   ACTIVE TRANSACTION CODES
                           AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************
TRANSACTION CODE:    260 RECORD ACCRUAL OP TRANS-IN - DUE FM OTHER FUNDS

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:              OPT/AGY DEFINED                CR1 9811    OPERATING TRANSFERS IN
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:              OPT/AGY DEFINED                CR2
INVOICE #:             OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:    REQUIRED                       CR3
INDEX:                 REQUIRED                       DR4
OBJECT DETAIL:         OPT/AGY DEFINED                    CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED      POSTING SEQUENCE:    3              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:                REQUIRED             TRANSACTION REGISTER: REVENUE (7)   ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA     TO RECORD DUE FROM OTHER FUNDS FOR ACCRUAL OF
FUND/FUND SOURCE:      LOOKED UP BY PCA     OPERATING TRANSFERS-IN.  USE SOURCE CODE 3NNNNN
FUND DETAIL:           OPT/AGY DEFINED      SERIES.  THE FIRST FOUR DIGITS OF SUBSIDIARY
BUDGETARY SEQ:         OPT/AGY DEFINED      SHOULD BE THE FUND NUMBER AMOUNT IS DUE FROM.
SUBSIDIARY ACCOUNT:    REQUIRED
G/L ACCOUNT #:         NOT ALLOWED
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) POSTS AS CREDIT TO NET TRANSFERS        1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1400           2) NOT POSTED                             2)
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                    ---------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                 *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                              1) NOT POSTED                             1) NOT POSTED
                                              2)                                        2)


    ------------ OPERATING FILE ------------
1) POSTS AS CREDIT TO GL ACCT  9811              --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) NOT POSTED                             1) POSTS AS DEBIT TO  INCREASES
                                                                                           RECORD SUPPORTS G/L ACCT  1400
                                                 ------- REPORTABLE PAYMENT FILE -------- 2) POSTS AS CREDIT TO  INCREASES
                                              1) NOT POSTED                                RECORD SUPPORTS G/L ACCT  9811
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) NOT POSTED                             1) NOT POSTED
2)                                            2)                                        2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS CREDIT TO NET APPROPRIATIONS
2) NOT POSTED                                                                          TRANSACTION CODE  260
```

```
                                   TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                           ACTIVE TRANSACTION CODES
                                   AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
         *************************************************************************************************************
```
TRANSACTION CODE:    261 SCHED DUE TO OTHER FUNDS (AUTO)

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

```
CLAIM SCHEDULE #:      REQUIRED                  DR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:              OPT/AGY DEFINED           CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  REQUIRED                  DR2
VENDOR #:              OPT/AGY DEFINED           CR2
INVOICE #:             OPT/AGY DEFINED           DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED           CR3
INDEX:                 OPT/AGY DEFINED           DR4
OBJECT DETAIL:         REQUIRED                  CR4
PCA NO:                OPT/AGY DEFINED
PROJECT #:             OPT/AGY DEFINED      POSTING SEQUENCE:   8                  SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:    OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)   NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED         TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  OPT/AGY DEFINED     TO GENERATE AUTOMATED CLAIM SCHEDULE & RA FOR
FUND/FUND SOURCE:      REQUIRED            EXPENDITURE PREVIOUSLY ACCRUED AS DUE TO OTHER
FUND DETAIL:           OPT/AGY DEFINED     FUNDS OR APPNS.  CODING FIELDS MUST MATCH EXISTING
BUDGETARY SEQ:         NOT ALLOWED         DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4 KEY.
SUBSIDIARY ACCOUNT:    REQUIRED            USE TC 203 FOR MANUAL SCHEDULE.  TRANSACTION WILL
G/L ACCOUNT #:         NOT ALLOWED         GENERATE TC 360.  TO REVERSE, USE TC 203R.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
 1) POSTS AS DEBIT TO  LIQUIDATIONS         1) NOT POSTED                              1) NOT POSTED
    DOCUMENT SUPPORTS G/L ACCT 3110         2)                                         2)
    REFERENCE DOCUMENT # USED TO POST
 2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS     ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
    DOCUMENT SUPPORTS G/L ACCT 3110         1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
    REFERENCE DOCUMENT # USED TO POST       2) NOT POSTED                              2)

    ------------ OPERATING FILE ------------
 1) NOT POSTED                                 --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
 2)                                         1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  DECREASES
                                                                                          RECORD SUPPORTS G/L ACCT  3110
                                               ------- REPORTABLE PAYMENT FILE --------    2) NOT POSTED
                                            1) NOT POSTED
```
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

```
    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
 1) NOT POSTED                              1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
 2)                                         2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
 1) NOT POSTED
 2)                                                                                    TRANSACTION CODE  261
```

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************

TRANSACTION CODE:    262 REC SCO PAYMENT OF AMOUNT DUE TO OTHER FUNDS

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                  DR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:             OPT/AGY DEFINED               CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  REQUIRED                     DR2
VENDOR #:             OPT/AGY DEFINED                   CR2
INVOICE #:            OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                   CR3
INDEX:               OPT/AGY DEFINED               DR4
OBJECT DETAIL:       OPT/AGY DEFINED                   CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:           OPT/AGY DEFINED         POSTING SEQUENCE:    8                SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:  OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE           NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED             TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL:  OPT/AGY DEFINED       TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY
FUND/FUND SOURCE:    REQUIRED               ACCRUED AS DUE TO OTHER FUNDS.  USE SCO DOCUMENT
FUND DETAIL:         OPT/AGY DEFINED         NUMBER AS CURRENT DOCUMENT FOR AUDIT PURPOSES.
BUDGETARY SEQ:       NOT ALLOWED             CODING FIELDS MUST MATCH EXISTING DOCUMENT.  FOR
SUBSIDIARY ACCOUNT:  REQUIRED               DOCUMENT RETRIEVAL, USE F4 KEY.
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                     *        (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS      1) NOT POSTED                            1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3110      2)                                       2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS   ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3110      *      (NO MATCH REQUIREMENT)            *        (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST    1) POSTS AS CREDIT TO CASH DECREASE      1) NOT POSTED
                                        2) NOT POSTED                            2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                           --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2)                                      1) ADDS PAYMENT RECORD IF VENDOR # USED   1) POSTS AS DEBIT TO  DECREASES
                                                                                     RECORD SUPPORTS G/L ACCT  3110
                                        ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                        1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                           1) POSTS AS CREDIT TO CASH DECREASE      1) NOT POSTED
2)                                      2) NOT POSTED                            2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                               TRANSACTION CODE  262

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************
TRANSACTION CODE:    263 SCO LIQUIDATION OF AMOUNTS DUE TO GOVERNMENTS

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                   DR1
MODIFIER:               OPT/AGY DEFINED               CR1 1140   CASH IN STATE TREASURY
REFERENCE DOCUMENT #:   REQUIRED                      DR2
VENDOR #:               OPT/AGY DEFINED               CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED               CR3
INDEX:                  REQUIRED                      DR4
OBJECT DETAIL:          REQUIRED                      CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:    8                    SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA      TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY
FUND/FUND SOURCE:       LOOKED UP BY PCA      ACCRUED AS DUE TO OTHER GOVERNMENTS.  ENTER GLAN
FUND DETAIL:            OPT/AGY DEFINED       3210, 3220 OR 3290.  USE SCO DOCUMENT NUMBER AS
BUDGETARY SEQ:          NOT ALLOWED           CURRENT DOCUMENT FOR AUDIT PURPOSES.  CODING
SUBSIDIARY ACCOUNT:     NOT ALLOWED           FIELDS MUST MATCH EXISTING DOCUMENT.  FOR DOCUMENT
G/L ACCOUNT #:          REQUIRED              RETRIEVAL, USE F4 KEY.
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE -----------
       *      (MATCH REQUIRED)                     *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS        1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT             2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT                 *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST     1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                         2) NOT POSTED                              2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                               --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE -----------
2)                                       1) NOT POSTED                              1) NOT POSTED

                                            ------- REPORTABLE PAYMENT FILE -------- 2)
                                         1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                            1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                       2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                            TRANSACTION CODE  263

                               TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                       ACTIVE TRANSACTION CODES
                                  AS OF 10/10/01                     (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************************

TRANSACTION CODE:    264 REC DISBURSEMENT/ESTABLISH PREPAY TO OTHER FUNDS

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 1730     PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
MODIFIER:              OPT/AGY DEFINED                  CR1 1140  CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                  DR2 6270     RESERVED APPROPRIATIONS
VENDOR #:              OPT/AGY DEFINED                  CR2 6275   RESERVED APPROPRIATIONS-OFFSET
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                   CR3
INDEX:                OPT/AGY DEFINED                   DR4
OBJECT DETAIL:        OPT/AGY DEFINED                       CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED          POSTING SEQUENCE:    8                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED             TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL:  REQUIRED IF PCA NOT USED  TO RECORD PREPAYMENT TO OTHER FUNDS OR
FUND/FUND SOURCE:     REQUIRED                 APPNS BY SCO.  FIRST FOUR DIGITS OF SUBSIDIARY
FUND DETAIL:         OPT/AGY DEFINED           SHOULD BE FUND RECEIVING PREPAYMENT.  ENTRY IS
BUDGETARY SEQ:       NOT ALLOWED               USED TO POST ADVANCES TO DEPT OF GENERAL SERVICES.
SUBSIDIARY ACCOUNT:   REQUIRED                 TO LIQUIDATE, USE TC 413.  TO RECORD EXPENSES
G/L ACCOUNT #:       NOT ALLOWED               AGAINST THE PREPAYMENT, USE TC 242 OR TC 245.
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  RESERVES             1) NOT POSTED
                                              2) NOT POSTED                             2)

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
                                              2) NOT POSTED                             2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                            1) NOT POSTED                             1) POSTS AS DEBIT TO  INCREASES
                                                                                          RECORD SUPPORTS G/L ACCT  1730
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
2)                                            2) NOT POSTED                             2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  NET APPROPRIATIONS
2) NOT POSTED                                                                            TRANSACTION CODE  264

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*************************************************************************************************************************
TRANSACTION CODE:    265 ADJUST DECREASE OPERATE TRANS IN/DUE FROM OTH FUND

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 9811    OPERATING TRANSFERS IN
MODIFIER:              OPT/AGY DEFINED                CR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:  REQUIRED                       DR2
VENDOR #:              OPT/AGY DEFINED                    CR2
INVOICE #:            OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                    CR3
INDEX:                REQUIRED                        DR4
OBJECT DETAIL:        OPT/AGY DEFINED                     CR4
PCA NO:              REQUIRED
PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:    7              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:   OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE         NET BATCH BAL:  PLUS
SOURCE:              REQUIRED               TRANSACTION REGISTER:  REVENUE (7)   ACTIVE STATUS:  ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO RECORD DECREASE IN DUE FROM OTHER FUNDS FOR
FUND/FUND SOURCE:     LOOKED UP BY PCA      OPERATING TRANSFERS-IN ORIGINALLY ESTABLISHED WITH
FUND DETAIL:          OPT/AGY DEFINED       TC 260.  CODING FIELDS MUST MATCH EXISTING
BUDGETARY SEQ:        OPT/AGY DEFINED       DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4 KEY.
SUBSIDIARY ACCOUNT:   REQUIRED
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS            1) POSTS AS DEBIT TO  NET TRANSFERS        1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1400           2) NOT POSTED                             2)
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                             1) NOT POSTED
                                             2)                                        2)


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9811          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                             1) POSTS AS CREDIT TO ADJUSTMENT AMOUNT
                                                                                          RECORD SUPPORTS G/L ACCT  1400
                                             ------- REPORTABLE PAYMENT FILE -------- 2) POSTS AS DEBIT TO   ADJUSTMENT AMOUNT
                                             1) NOT POSTED                             RECORD SUPPORTS G/L ACCT  9811
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                             1) NOT POSTED
2)                                           2)                                        2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  NET APPROPRIATIONS
2) NOT POSTED                                                                          TRANSACTION CODE  265

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************

TRANSACTION CODE:    266 REC RETURN OF PREPAYMENTS FROM OTHER FUNDS

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                   DR1 3120    PREPAYMENTS FROM OTHER FUNDS & APPNS
MODIFIER:               OPT/AGY DEFINED               CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:   OPT/AGY DEFINED               DR2
VENDOR #:               OPT/AGY DEFINED               CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED               CR3
INDEX:                  OPT/AGY DEFINED               DR4
OBJECT DETAIL:          NOT ALLOWED                   CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED          POSTING SEQUENCE:    8                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED          CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED              TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   OPT/AGY DEFINED          TO RECORD RETURN OF UNUSED PREPAYMENT TO THE FUND
FUND/FUND SOURCE:       REQUIRED                 THAT ORIGINALLY MADE THE PREPAYMENT.  FUND DETAIL
FUND DETAIL:            OPT/AGY DEFINED          AND SUBSIDIARY CODE MUST MATCH ORIGINAL POSTING
BUDGETARY SEQ:          NOT ALLOWED              (REFER TO S01 REPORT).
SUBSIDIARY ACCOUNT:     REQUIRED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *        (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                            2) NOT POSTED                               2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                               1) POSTS AS DEBIT TO  DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  3120
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                          2) NOT POSTED                               2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                          TRANSACTION CODE  266

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                   (TRANSACTION ADDED/MODIFIED: 08/13/01)
         *******************************************************************************************************
         TRANSACTION CODE:    267 REC REPAY OF ADVANCES RECEIVED FROM OTHER FUNDS

         -----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

         CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 4010    ADVANCES FROM OTHER FUNDS
         MODIFIER:             OPT/AGY DEFINED                  CR1 1140    CASH IN STATE TREASURY
         REFERENCE DOCUMENT #: OPT/AGY DEFINED                  DR2
         VENDOR #:             OPT/AGY DEFINED                      CR2
         INVOICE #:            OPT/AGY DEFINED                  DR3
         CURRENT DOCUMENT #:   OPT/AGY DEFINED                      CR3
         INDEX:                OPT/AGY DEFINED                  DR4
         OBJECT DETAIL:        OPT/AGY DEFINED                      CR4
         PCA NO:               OPT/AGY DEFINED
         PROJECT #:            OPT/AGY DEFINED    POSTING SEQUENCE:    8                   SECURITY GROUP: OTHER
         MULTI-PURPOSE CODE:   OPT/AGY DEFINED    CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
         SOURCE:               NOT ALLOWED        TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
         CHECK #:              NOT ALLOWED
         APPROPRIATION SYMBOL: OPT/AGY DEFINED    TO RECORD RETURN OF ADVANCES RECEIVED FROM OTHER
         FUND/FUND SOURCE:     REQUIRED           FUNDS.  FUND DETAIL AND SUBSIDIARY CODE MUST MATCH
         FUND DETAIL:          OPT/AGY DEFINED    ORIGINAL POSTING (REFER TO S01 REPORT).
         BUDGETARY SEQ:        NOT ALLOWED
         SUBSIDIARY ACCOUNT:   REQUIRED
         G/L ACCOUNT #:        NOT ALLOWED
         VENDOR NAME/ADDRESS:  OPT/AGY DEFINED


         TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

            ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
            *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
         1) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED
                                                      2)                                           2)

         2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                         *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
                                                      1) POSTS AS CREDIT TO CASH DECREASE          1) NOT POSTED
                                                      2) NOT POSTED                                2)

            ------------ OPERATING FILE ------------
         1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
         2)                                           1) NOT POSTED                                1) POSTS AS DEBIT TO  DECREASES
                                                                                                      RECORD SUPPORTS G/L ACCT  4010
                                                         ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                                      1) NOT POSTED
         TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

            -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
         1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE          1) NOT POSTED
         2)                                           2) NOT POSTED                                2)

            ------ APPROPRIATION SHADOW FILE -------
         1) NOT POSTED
         2)                                                                                          TRANSACTION CODE  267

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                                AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
                    ******************************************************************************************

TRANSACTION CODE:    268 SCHED DUE TO OTHER GOVTS (AUTO)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     REQUIRED                         DR1
MODIFIER:            OPT/AGY DEFINED                    CR1 3021   CLAIMS IN PROCESS
REFERENCE DOCUMENT #:  REQUIRED                         DR2
VENDOR #:            OPT/AGY DEFINED                    CR2
INVOICE #:          OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:  OPT/AGY DEFINED                    CR3
INDEX:              OPT/AGY DEFINED                    DR4
OBJECT DETAIL:      OPT/AGY DEFINED                    CR4
PCA NO:             OPT/AGY DEFINED
PROJECT #:          OPT/AGY DEFINED      POSTING SEQUENCE:    8                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)   NET BATCH BAL:  PLUS
SOURCE:             NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:            NOT ALLOWED
APPROPRIATION SYMBOL:  OPT/AGY DEFINED    TO GEN AUTO CLAIM SCHEDULE & RA FOR EXPENDITURE
FUND/FUND SOURCE:   REQUIRED             PREVIOUSLY ACCRUED AS DUE TO OTHER GOVERNMENTS.
FUND DETAIL:        OPT/AGY DEFINED      ENTER GLAN 3210, 3220 OR 3290.  CODING FIELDS MUST
BUDGETARY SEQ:      NOT ALLOWED          MATCH EXISTING DOCUMENT.  FOR DOCUMENT RETRIEVAL,
SUBSIDIARY ACCOUNT:  NOT ALLOWED          USE F4 KEY.  USE TC 284 FOR MANUAL SCHEDULE.
G/L ACCOUNT #:      REQUIRED             TRANS WILL GEN TC 360.  TO RVRS, USE TC 284R.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *      (MATCH REQUIRED)                       *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS     1) NOT POSTED                          1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT          2)                                     2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT          *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST    1) POSTS AS CREDIT TO CASH DECREASE    1) NOT POSTED
                                       2) NOT POSTED                          2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                          --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2)                                     1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                       ------- REPORTABLE PAYMENT FILE -------- 2)
                                       1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                          1) POSTS AS CREDIT TO CASH DECREASE    1) NOT POSTED
2)                                     2) NOT POSTED                          2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                       TRANSACTION CODE  268

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/20/01)
********************************************************************************************************************
TRANSACTION CODE:    269 DISBURSE REVENUE REFUND FROM GENERAL CASH-AUTO CK

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                   DR1 8000    REVENUE/OPERATING REVENUE
MODIFIER:              OPT/AGY DEFINED               CR1 1110   GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED               DR2
VENDOR #:              OPT/AGY DEFINED               CR2
INVOICE #:             OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:    REQUIRED                      CR3
INDEX:                 REQUIRED                      DR4
OBJECT DETAIL:         NOT ALLOWED                   CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED        POSTING SEQUENCE:    4                     SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)  NET BATCH BAL:  PLUS
SOURCE:                REQUIRED               TRANSACTION REGISTER: REVENUE (7)           ACTIVE STATUS: ACTIVE
CHECK #:               REQUIRED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA       TO GENERATE AUTO CHECK FOR DISBURSEMENT OF REVENUE
FUND/FUND SOURCE:      LOOKED UP BY PCA       REFUND FROM GEN CASH.  VERIFY GENERAL CASH BALANCE
FUND DETAIL:           OPT/AGY DEFINED        BEFORE USING TC 269.  USE SOURCE CODE 1NNNNN OR
BUDGETARY SEQ:         NOT ALLOWED            2NNNNN.  USE TC 276 FOR MANUAL CHECK.  TO REVERSE,
SUBSIDIARY ACCOUNT:    NOT ALLOWED            USE TC 276R.  TRANSACTION CREATES SPECIAL APPN
G/L ACCOUNT #:         NOT ALLOWED            FILE POSTING TO CREDIT UNREMITTED REVENUE.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE ------------
      *     (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EARNED REVENUE    1) NOT POSTED
                                             2) NOT POSTED                          2)

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)               *       (MATCH REQUIRED)
                                             1) NOT POSTED                          1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                             2)                                     2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                          1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                          1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                           2)                                     2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REVENUE
2) NOT POSTED                                                                                       TRANSACTION CODE  269

                         TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                         AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    270 SCHEDULE REVENUE REFUND (MANUAL)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:        REQUIRED                      DR1 8000    REVENUE/OPERATING REVENUE
MODIFIER:                OPT/AGY DEFINED               CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:    OPT/AGY DEFINED               DR2
VENDOR #:                OPT/AGY DEFINED                   CR2
INVOICE #:               OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:      OPT/AGY DEFINED                   CR3
INDEX:                   OPT/AGY DEFINED               DR4
OBJECT DETAIL:           NOT ALLOWED                       CR4
PCA NO:                  REQUIRED
PROJECT #:               OPT/AGY DEFINED     POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:      OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)      NET BATCH BAL:  PLUS
SOURCE:                  REQUIRED            TRANSACTION REGISTER: REVENUE (7)            ACTIVE STATUS:  ACTIVE
CHECK #:                 NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE REFUND
FUND/FUND SOURCE:      LOOKED UP BY PCA      FROM REVENUE.  USE SOURCE CODE 1NNNNN OR 2NNNNN
FUND DETAIL:            OPT/AGY DEFINED      SERIES.  USE TC 271 FOR AUTOMATED CLAIM SCHEDULE.
BUDGETARY SEQ:          NOT ALLOWED         TRANSACTION WILL GENERATE TC 360.
SUBSIDIARY ACCOUNT:     NOT ALLOWED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  EARNED REVENUE     1) NOT POSTED
                                              2) NOT POSTED                            2)

2)                                               ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                              *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE      1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                              2) NOT POSTED                            2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8000           --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE      1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                            2) NOT POSTED                            2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REVENUE
2) NOT POSTED                                                                         TRANSACTION CODE  270

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************************

TRANSACTION CODE:    271 SCHEDULE REVENUE REFUND (AUTO)

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                      DR1 8000    REVENUE/OPERATING REVENUE
MODIFIER:               OPT/AGY DEFINED               CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED               DR2
VENDOR #:               OPT/AGY DEFINED               CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED               CR3
INDEX:                  REQUIRED                      DR4
OBJECT DETAIL:          NOT ALLOWED                   CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED       POSTING SEQUENCE:    9                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)   NET BATCH BAL:  PLUS
SOURCE:                 REQUIRED              TRANSACTION REGISTER:  REVENUE (7)          ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA       TO GENERATE AUTOMATED CLAIM SCHEDULE AND
FUND/FUND SOURCE:      LOOKED UP BY PCA       REMITTANCE ADVICE TO DISBURSE REFUND FROM REVENUE.
FUND DETAIL:            OPT/AGY DEFINED       USE SOURCE CODE 1NNNNN OR 2NNNNN.  USE TC 270 FOR
BUDGETARY SEQ:          NOT ALLOWED          MANUAL CLAIM SCHEDULE.  TRANSACTION WILL GENERATE
SUBSIDIARY ACCOUNT:     NOT ALLOWED          TC 360.  TO REVERSE, USE TC 270R.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  EARNED REVENUE     1) NOT POSTED
                                              2) NOT POSTED                           2)

2)                                               ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                              *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                              2) NOT POSTED                           2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8000           --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE     1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                            2) NOT POSTED                           2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REVENUE
2) NOT POSTED                                                                         TRANSACTION CODE  271

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/20/01)
*************************************************************************************************************************
TRANSACTION CODE:    272 DISBURSE REIMBSMT REFUND FROM GEN CASH - MAN CK

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED              DR1 8100    REIMBURSEMENTS
MODIFIER:              OPT/AGY DEFINED          CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED          DR2
VENDOR #:              OPT/AGY DEFINED          CR2
INVOICE #:             OPT/AGY DEFINED          DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED          CR3
INDEX:                 OPT/AGY DEFINED          DR4
OBJECT DETAIL:         OPT/AGY DEFINED          CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED       POSTING SEQUENCE:    8              SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
SOURCE:                REQUIRED              TRANSACTION REGISTER: REVENUE (7)          ACTIVE STATUS: ACTIVE
CHECK #:               REQUIRED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO RECORD DISBURSEMENT OF GENERAL CASH
FUND/FUND SOURCE:      LOOKED UP BY PCA      REIMBURSEMENT REFUND WITH MANUAL CHECK.  VERIFY
FUND DETAIL:           OPT/AGY DEFINED       GENERAL CASH BALANCE BEFORE USING TC 272.  USE
BUDGETARY SEQ:         NOT ALLOWED           SOURCE CODE 99N9NN.  USE TC 274 FOR AUTOMATED
SUBSIDIARY ACCOUNT:    NOT ALLOWED           CHECK.  TRANSACTION CREATES SPECIAL APPN FILE
G/L ACCOUNT #:         NOT ALLOWED           POSTING TO CREDIT UNREMITTED REIMBURSEMENTS.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS 1) POSTS AS DEBIT TO  REIMBURSEMENTS
                                             2) NOT POSTED                                2) NOT POSTED

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                                1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                             2)                                           2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8100          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                                1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                           2)                                           2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS
2) NOT POSTED                                                                                        TRANSACTION CODE  272

```
                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
**************************************************************************************************************
```

TRANSACTION CODE:    273 SCHED NO WARRANT REIMBURSEMENT REFUND (AUTO)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

```
CLAIM SCHEDULE #:       REQUIRED                       DR1 8100    REIMBURSEMENTS
MODIFIER:               OPT/AGY DEFINED                CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED                DR2
VENDOR #:               OPT/AGY DEFINED                CR2
INVOICE #:              OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:     REQUIRED                       CR3
INDEX:                  OPT/AGY DEFINED                DR4
OBJECT DETAIL:          NOT ALLOWED                    CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED     POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:                 REQUIRED            TRANSACTION REGISTER: REVENUE (7)             ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA    TO GEN NO WARR CLM SCHD FROM REIMBS.  ATTACH LTR
FUND/FUND SOURCE:       LOOKED UP BY PCA    WITH DATE OF ORIGINAL DEPOSIT AND CR NBR.  MARK
FUND DETAIL:            OPT/AGY DEFINED     FACE SHEET "NO WARRANT" AND INCLUDE AGENCY NAME &
BUDGETARY SEQ:          NOT ALLOWED         CREDIT APPN INFO.  IF PAYEE IS NON-STATE ENTITY OR
SUBSIDIARY ACCOUNT:     NOT ALLOWED         WARR REQUIRED, SCO PRE-APPROVAL REQUIRED.  LTR TO
G/L ACCOUNT #:          NOT ALLOWED         TFR FUNDS TO "D" ACCT REQD.  WILL GENERATE TC 360.
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS 1) POSTS AS DEBIT TO  REIMBURSEMENTS
                                             2) NOT POSTED                               2) NOT POSTED

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
                                             1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                             2) NOT POSTED                               2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8100          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) ADDS PAYMENT RECORD IF VENDOR # USED     1) NOT POSTED
                                                                                         2)
                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE         1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                           2) NOT POSTED                               2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS
2) NOT POSTED                                                                            TRANSACTION CODE  273
```

```
                         TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                           AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/20/01)
*******************************************************************************************************
```

TRANSACTION CODE:    274 DISBURSE REIMBSMT REFUND FROM GEN CASH - AUTO CHK

```
----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 8100    REIMBURSEMENTS
MODIFIER:              OPT/AGY DEFINED                CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:              OPT/AGY DEFINED                CR2
INVOICE #:            OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:    OPT/AGY DEFINED                CR3
INDEX:                OPT/AGY DEFINED                DR4
OBJECT DETAIL:        OPT/AGY DEFINED                CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED     POSTING SEQUENCE:    8                SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)   NET BATCH BAL: PLUS
SOURCE:              REQUIRED            TRANSACTION REGISTER: REVENUE (7)           ACTIVE STATUS: ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: LOOKED UP BY PCA    TO GENERATE AUTOMATED CHECK FOR DISBURSEMENT OF
FUND/FUND SOURCE:     LOOKED UP BY PCA    REIMBURSEMENT REFUND FROM GENERAL CASH.  VERIFY
FUND DETAIL:          OPT/AGY DEFINED     GENERAL CASH BALANCE BEFORE USING TC 274.  USE
BUDGETARY SEQ:       NOT ALLOWED         SOURCE CODE 99N9NN SERIES.  USE TC 272 FOR MANUAL
SUBSIDIARY ACCOUNT:   NOT ALLOWED         CHECK.  TO REVERSE, USE TC 272R.  TRANS CREATES
G/L ACCOUNT #:       NOT ALLOWED         SPECIAL AP FILE POSTING TO CR UNREMITTED REIMBURS.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS 1) POSTS AS DEBIT TO  REIMBURSEMENTS
                                            2) NOT POSTED                                2) NOT POSTED

2)                                           ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                             *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                               1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                            2)                                          2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8100          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                               1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                          2)                                          2) NOT POSTED

   ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS
2) NOT POSTED                                                                                    TRANSACTION CODE  274
```

```
                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                  (TRANSACTION ADDED/MODIFIED: 08/13/01)
******************************************************************************************************************
TRANSACTION CODE:    275 RECORD REMITTANCE OF SALES TAX - AUTO CHECK

-----------INPUT CODING REQUIREMENTS----------      THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                   DR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:             OPT/AGY DEFINED               CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #: REQUIRED                      DR2
VENDOR #:             OPT/AGY DEFINED                   CR2
INVOICE #:            OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                   CR3
INDEX:               OPT/AGY DEFINED               DR4
OBJECT DETAIL:       OPT/AGY DEFINED                   CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:           OPT/AGY DEFINED    POSTING SEQUENCE:    9              SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:  OPT/AGY DEFINED    CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)   NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED        TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:             REQUIRED
APPROPRIATION SYMBOL: OPT/AGY DEFINED   TO GENERATE AUTOMATED CHECK FOR REMITTANCE OF
FUND/FUND SOURCE:    REQUIRED           SALES TAX ORIGINALLY RECORDED AS DUE TO OTHER
FUND DETAIL:         OPT/AGY DEFINED    FUNDS OR APPNS (TC 161).  CODING FIELDS MUST MATCH
BUDGETARY SEQ:       NOT ALLOWED        EXISTING DOCUMENT.  FOR DOCUMENT RETRIEVAL, USE F4
SUBSIDIARY ACCOUNT:  REQUIRED           KEY.  USE TC 162 FOR MANUAL CHECK.
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS          1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3110          2)                                         2)
   REFERENCE DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                              1) NOT POSTED
                                            2)                                         2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                              1) POSTS AS DEBIT TO  DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  3110
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                              1) NOT POSTED
2)                                          2)                                         2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                              TRANSACTION CODE  275
```

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                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                  (TRANSACTION ADDED/MODIFIED: 08/13/01)
       ******************************************************************************************************
       TRANSACTION CODE:    276 DISBURSE REVENUE REFUND FROM GENERAL CASH-MAN CK

       -----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

       CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 8000    REVENUE/OPERATING REVENUE
       MODIFIER:             OPT/AGY DEFINED                  CR1 1110   GENERAL CASH
       REFERENCE DOCUMENT #: OPT/AGY DEFINED                  DR2
       VENDOR #:             OPT/AGY DEFINED                      CR2
       INVOICE #:            OPT/AGY DEFINED                  DR3
       CURRENT DOCUMENT #:   OPT/AGY DEFINED                      CR3
       INDEX:                REQUIRED                         DR4
       OBJECT DETAIL:        NOT ALLOWED                          CR4
       PCA NO:               REQUIRED
       PROJECT #:            OPT/AGY DEFINED      POSTING SEQUENCE:    4              SECURITY GROUP: DISB-OTH CHE
       MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
       SOURCE:               REQUIRED             TRANSACTION REGISTER: REVENUE (7)          ACTIVE STATUS: ACTIVE
       CHECK #:              REQUIRED
       APPROPRIATION SYMBOL: LOOKED UP BY PCA     TO RECORD MANUAL CHECK FOR DISBURSEMENT OF REVENUE
       FUND/FUND SOURCE:     LOOKED UP BY PCA     REFUND FROM GENERAL CASH.  VERIFY GENERAL CASH
       FUND DETAIL:          OPT/AGY DEFINED      BALANCE BEFORE USING TC 276.  USE SOURCE CODE
       BUDGETARY SEQ:        NOT ALLOWED          1NNNNN OR 2NNNNN SERIES.  USE TC 269 FOR AUTOMATED
       SUBSIDIARY ACCOUNT:   NOT ALLOWED          CHECK.  TRANSACTION CREATES SPECIAL APPN FILE
       G/L ACCOUNT #:        NOT ALLOWED          POSTING TO CREDIT UNREMITTED REVENUE.
       VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


       TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

          ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
           *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
       1) NOT POSTED                                 1) POSTS AS DEBIT TO  EARNED REVENUE     1) NOT POSTED
                                                     2) NOT POSTED                            2)

       2)                                               ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                        *      (NO MATCH REQUIREMENT)                *        (MATCH REQUIRED)
                                                     1) NOT POSTED                            1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                                     2)                                       2) NOT POSTED

          ------------ OPERATING FILE ------------
       1) POSTS AS DEBIT TO  GL ACCT  8000           --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
       2) NOT POSTED                                1) NOT POSTED                            1) NOT POSTED

                                                     ------- REPORTABLE PAYMENT FILE -------- 2)
                                                     1) NOT POSTED
       TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

          -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
       1) NOT POSTED                                1) NOT POSTED                            1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
       2)                                           2)                                       2) NOT POSTED

          ------ APPROPRIATION SHADOW FILE -------
       1) POSTS AS DEBIT TO  EARNED REVENUE
       2) NOT POSTED                                                                              TRANSACTION CODE  276
```

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                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                      ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
           **************************************************************************************************************
           TRANSACTION CODE:   277 DISBURSE ORF SALARY ADVANCE - MANUAL CHECK

           -----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

           CLAIM SCHEDULE #:     NOT ALLOWED                DR1 1714    SALARY ADVANCES
           MODIFIER:             OPT/AGY DEFINED            CR1 1130    REVOLVING FUND CASH
           REFERENCE DOCUMENT #: OPT/AGY DEFINED            DR2
           VENDOR #:             OPT/AGY DEFINED            CR2
           INVOICE #:            OPT/AGY DEFINED            DR3
           CURRENT DOCUMENT #:   REQUIRED                   CR3
           INDEX:                OPT/AGY DEFINED            DR4
           OBJECT DETAIL:        NOT ALLOWED                CR4
           PCA NO:               NOT ALLOWED
           PROJECT #:            NOT ALLOWED        POSTING SEQUENCE:    3                    SECURITY GROUP: DISB-ORF CHE
           MULTI-PURPOSE CODE:   OPT/AGY DEFINED   CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
           SOURCE:               NOT ALLOWED       TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
           CHECK #:              REQUIRED
           APPROPRIATION SYMBOL: NOT ALLOWED       TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
           FUND/FUND SOURCE:     REQUIRED          SALARY ADVANCE.  THIS ENTRY IS FOR OFFICE
           FUND DETAIL:          OPT/AGY DEFINED   REVOLVING FUND (FUND 0998) ONLY.  NOTE: A VENDOR
           BUDGETARY SEQ:        NOT ALLOWED       NUMBER MUST BE USED IN ORDER FOR THE TRANSACTION
           SUBSIDIARY ACCOUNT:   NOT ALLOWED       TO POST TO THE VENDOR PAYMENT FILE.  USE TC 422
           G/L ACCOUNT #:        NOT ALLOWED       FOR AUTOMATED CHECK.
           VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


           TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

              ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
              *      (NO MATCH REQUIREMENT)              *      (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
           1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) NOT POSTED                            1) NOT POSTED
              DOCUMENT SUPPORTS G/L ACCT 1714        2)                                         2)
              CURRENT DOCUMENT # USED TO POST
           2) NOT POSTED                                 ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                         *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                                      1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
                                                      2) NOT POSTED                              2)


              ------------ OPERATING FILE ------------
           1) NOT POSTED                                 --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
           2)                                         1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                                         ------- REPORTABLE PAYMENT FILE -------- 2)
                                                      1) NOT POSTED
           TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

              -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
           1) NOT POSTED                              1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
           2)                                         2) NOT POSTED                              2)

              ------ APPROPRIATION SHADOW FILE -------
           1) NOT POSTED
           2)                                                                                            TRANSACTION CODE  277
```

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    278 DISBURSE ORF TRAVEL ADVANCE - MANUAL CHECK

-----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     NOT ALLOWED                        DR1 1712    TRAVEL ADVANCES
MODIFIER:             OPT/AGY DEFINED                     CR1 1130    REVOLVING FUND CASH
REFERENCE DOCUMENT #: OPT/AGY DEFINED                     DR2
VENDOR #:             OPT/AGY DEFINED                     CR2
INVOICE #:            OPT/AGY DEFINED                     DR3
CURRENT DOCUMENT #:   REQUIRED                            CR3
INDEX:                OPT/AGY DEFINED                     DR4
OBJECT DETAIL:        NOT ALLOWED                         CR4
PCA NO:               NOT ALLOWED
PROJECT #:            NOT ALLOWED          POSTING SEQUENCE:    3                     SECURITY GROUP: DISB-ORF CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED          TRANSACTION REGISTER: ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS: ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: NOT ALLOWED          TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
FUND/FUND SOURCE:     REQUIRED             TRAVEL ADVANCE.  ENTRY IS FOR OFFICE REVOLVING
FUND DETAIL:          OPT/AGY DEFINED      FUND (FUND 0998) ONLY.  NOTE: A VENDOR NUMBER MUST
BUDGETARY SEQ:        NOT ALLOWED          BE USED IN ORDER FOR THE TRANSACTION TO POST TO
SUBSIDIARY ACCOUNT:   NOT ALLOWED          THE VENDOR PAYMENT FILE.  USE TC 423 FOR AUTOMATED
G/L ACCOUNT #:        NOT ALLOWED          CHECK.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) NOT POSTED                               1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1712           2)                                         2)
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                   ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                             1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
                                             2) NOT POSTED                              2)


    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED
                                                ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE        1) NOT POSTED
2)                                           2) NOT POSTED                              2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                     TRANSACTION CODE  278

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************
TRANSACTION CODE:    279 LIQUIDATE TRAVEL ADVANCE

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                    DR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:               OPT/AGY DEFINED                CR1 1712    TRAVEL ADVANCES
REFERENCE DOCUMENT #:   REQUIRED                       DR2
VENDOR #:               OPT/AGY DEFINED                    CR2
INVOICE #:              OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:     REQUIRED                           CR3
INDEX:                  OPT/AGY DEFINED                DR4
OBJECT DETAIL:          NOT ALLOWED                        CR4
PCA NO:                 NOT ALLOWED
PROJECT #:              NOT ALLOWED            POSTING SEQUENCE:    9                  SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: NONE             NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   NOT ALLOWED           TO LIQUIDATE TRAVEL ADV AND ESTABLISH DUE FROM
FUND/FUND SOURCE:       REQUIRED              OTHER FUNDS/APPNS.  ENTRY IS FOR ORF (FUND 0998)
FUND DETAIL:            OPT/AGY DEFINED       ONLY.  ENTER DOC NBR OF TRAVEL ADV (TC 278) IN REF
BUDGETARY SEQ:          NOT ALLOWED           DOC FIELD.  ENTER CLAIM SCHD NBR IN CURR DOC
SUBSIDIARY ACCOUNT:     REQUIRED              FIELD.  USE ORF VENDOR NBR.  FIRST FOUR DIGITS OF
G/L ACCOUNT #:          NOT ALLOWED           SUBSID ARE FUND NBR REIMBURSING ORF.  NO FJ EDITS.
VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                     *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS           1) NOT POSTED                                 1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1712           2)                                            2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT     ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 1400               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
   CURRENT DOCUMENT # USED TO POST           1) NOT POSTED                                 1) NOT POSTED
                                             2)                                            2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  INCREASES
                                                RECORD SUPPORTS G/L ACCT  1400
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED
2)                                           2)                                           2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                TRANSACTION CODE  279

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************************
TRANSACTION CODE:    280 DISBURSE ORF EXPENSE ADVANCE - MANUAL CHECK

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 1710    EXPENSE ADVANCES
MODIFIER:              OPT/AGY DEFINED                 CR1 1130    REVOLVING FUND CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                 DR2
VENDOR #:              OPT/AGY DEFINED                 CR2
INVOICE #:            OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:    REQUIRED                        CR3
INDEX:                OPT/AGY DEFINED                  DR4
OBJECT DETAIL:        NOT ALLOWED                      CR4
PCA NO:               NOT ALLOWED
PROJECT #:            NOT ALLOWED           POSTING SEQUENCE:    3               SECURITY GROUP: DISB-ORF CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)    NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED           TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: NOT ALLOWED           TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
FUND/FUND SOURCE:     REQUIRED              EXPENSE ADVANCE.  ENTRY IS FOR OFFICE REVOLVING
FUND DETAIL:          OPT/AGY DEFINED       FUND (FUND 0998) ONLY.  NOTE: A VENDOR NUMBER MUST
BUDGETARY SEQ:        NOT ALLOWED           BE USED IN ORDER FOR THE TRANSACTION TO POST TO
SUBSIDIARY ACCOUNT:   NOT ALLOWED           THE VENDOR PAYMENT FILE.  USE TC 424 FOR AUTOMATED
G/L ACCOUNT #:        NOT ALLOWED           CHECK.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT 1) NOT POSTED                            1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1710          2)                                       2)
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                  ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE     1) NOT POSTED
                                            2) NOT POSTED                           2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED   1) NOT POSTED
                                                                                     2)
                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE     1) NOT POSTED
2)                                          2) NOT POSTED                           2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                            TRANSACTION CODE  280

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                 ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
          *********************************************************************************************************
TRANSACTION CODE:    281 LIQUIDATE EXPENSE ADVANCE

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                   DR1 1400    DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:              OPT/AGY DEFINED               CR1 1710    EXPENSE ADVANCES
REFERENCE DOCUMENT #:  REQUIRED                      DR2
VENDOR #:              OPT/AGY DEFINED                   CR2
INVOICE #:             OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:    REQUIRED                          CR3
INDEX:                 OPT/AGY DEFINED               DR4
OBJECT DETAIL:         NOT ALLOWED                       CR4
PCA NO:                NOT ALLOWED
PROJECT #:             NOT ALLOWED             POSTING SEQUENCE:    9                   SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:    OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: NONE              NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED             TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  NOT ALLOWED             TO LIQUIDATE EXPENSE ADV AND ESTABLISH DUE FROM
FUND/FUND SOURCE:      REQUIRED                OTHER FUNDS/APPNS.  ENTRY IS FOR ORF (FUND 0998)
FUND DETAIL:           OPT/AGY DEFINED         ONLY.  ENTER DOC NBR OF EXPENSE ADV (TC 280) IN
BUDGETARY SEQ:         NOT ALLOWED             REF DOC FIELD.  ENTER CLAIM SCHD NBR IN CURR DOC
SUBSIDIARY ACCOUNT:    REQUIRED                FIELD.  USE ORF VENDOR NBR.  FIRST FOUR DIGITS OF
G/L ACCOUNT #:         NOT ALLOWED             SUBSID ARE FUND NBR REIMBURSING ORF.  NO FJ EDITS.
VENDOR NAME/ADDRESS:   OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
      *        (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS           1) NOT POSTED                               1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 1710           2)                                          2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  ORIGINAL DOCUMENT AMT      ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 1400              *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
   CURRENT DOCUMENT # USED TO POST           1) NOT POSTED                               1) NOT POSTED
                                             2)                                          2)

   ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED     1) POSTS AS DEBIT TO  INCREASES
                                                                                            RECORD SUPPORTS G/L ACCT  1400
                                                ------- REPORTABLE PAYMENT FILE --------   2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                               1) NOT POSTED
2)                                           2)                                          2)

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  281

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************
TRANSACTION CODE:    283 REC ACCRUED EXPENDITURE & AMT DUE TO GOVERNMENTS

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED                 CR1
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                 DR2
VENDOR #:              OPT/AGY DEFINED                 CR2
INVOICE #:             OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:    REQUIRED                        CR3
INDEX:                 REQUIRED                        DR4
OBJECT DETAIL:         REQUIRED                        CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED      POSTING SEQUENCE:    8                 SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:    OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: NONE            NET BATCH BAL:  PLUS
SOURCE:                NOT ALLOWED          TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:               NOT ALLOWED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA     TO RECORD ACCRUED EXPEND FOR AMOUNTS DUE TO OTHER
FUND/FUND SOURCE:      LOOKED UP BY PCA     GOVERNMENTS.  ENTRY IS TYPICALLY A YEAR-END
FUND DETAIL:           OPT/AGY DEFINED      ACCRUAL ENTRY.  EACH TRANS SHOULD HAVE A UNIQUE
BUDGETARY SEQ:         NOT ALLOWED          CURR DOC NBR.  ENTER GLAN 3210, 3220 OR 3290.  TO
SUBSIDIARY ACCOUNT:    NOT ALLOWED          RVRS ENTRY, USE TC 201.  TO AUTO CLAIM SCHD, USE
G/L ACCOUNT #:         REQUIRED             TC 268.  TO MANUAL CLAIM SCHEDULE, USE TC 284.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  EXPENDITURES      1) POSTS AS DEBIT TO  CASH EXPENDITURES
   DOCUMENT SUPPORTS G/L ACCT                2) NOT POSTED                          2) NOT POSTED
   CURRENT DOCUMENT # USED TO POST
2) NOT POSTED                                ---------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                             *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                          1) NOT POSTED                           1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                          2)                                      2) NOT POSTED


    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                             1) NOT POSTED                           1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) NOT POSTED                           1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                             2)                                      2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                              TRANSACTION CODE  283

                          TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                          AS OF 10/10/01                (TRANSACTION ADDED/MODIFIED: 08/13/01)
**********************************************************************************************************************
TRANSACTION CODE:    284 SCHEDULE PAYMENT DUE TO OTHER GOVTS (MANUAL)

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     REQUIRED                        DR1
MODIFIER:             OPT/AGY DEFINED                 CR1 3021   CLAIMS IN PROCESS
REFERENCE DOCUMENT #: REQUIRED                        DR2
VENDOR #:             OPT/AGY DEFINED                 CR2
INVOICE #:            OPT/AGY DEFINED                 DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                 CR3
INDEX:                OPT/AGY DEFINED                 DR4
OBJECT DETAIL:        OPT/AGY DEFINED                 CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:   OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)    NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED        TO RECORD MANUAL CLAIM SCHEDULE TO LIQUIDATE DUE
FUND/FUND SOURCE:     REQUIRED              TO OTHER GOVERNMENTS.  ENTER GLAN 3210, 3220 OR
FUND DETAIL:          OPT/AGY DEFINED        3290.  CODING FIELDS MUST MATCH EXISTING DOCUMENT.
BUDGETARY SEQ:        NOT ALLOWED           FOR DOCUMENT RETRIEVAL, USE F4 KEY.  TRANSACTION
SUBSIDIARY ACCOUNT:   NOT ALLOWED           WILL GENERATE TC 360.
G/L ACCOUNT #:        REQUIRED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                   *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS         1) NOT POSTED                              1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT              2)                                        2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT                 *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST       1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
                                           2) NOT POSTED                            2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                 --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2)                                         1) ADDS PAYMENT RECORD IF VENDOR # USED    1) NOT POSTED

                                              ------- REPORTABLE PAYMENT FILE -------- 2)
                                           1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                              1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
2)                                         2) NOT POSTED                            2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                             TRANSACTION CODE  284

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                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                              AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
  *********************************************************************************************************
  TRANSACTION CODE:    285 REC ACCRUED EXPEND & AMT DUE TO OTHER FUNDS

  -----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

  CLAIM SCHEDULE #:       NOT ALLOWED              DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
  MODIFIER:               OPT/AGY DEFINED          CR1 3110    DUE TO OTHER FUNDS OR APPROPRIATIONS
  REFERENCE DOCUMENT #:   OPT/AGY DEFINED          DR2
  VENDOR #:               OPT/AGY DEFINED          CR2
  INVOICE #:              OPT/AGY DEFINED          DR3
  CURRENT DOCUMENT #:     REQUIRED                 CR3
  INDEX:                  REQUIRED                 DR4
  OBJECT DETAIL:          REQUIRED                 CR4
  PCA NO:                 REQUIRED
  PROJECT #:              OPT/AGY DEFINED    POSTING SEQUENCE:    8                    SECURITY GROUP: EXPENDITURES
  MULTI-PURPOSE CODE:     OPT/AGY DEFINED    CLAIM SCHEDULE IMPACT: NONE               NET BATCH BAL:  PLUS
  SOURCE:                 NOT ALLOWED        TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
  CHECK #:                NOT ALLOWED
  APPROPRIATION SYMBOL:   LOOKED UP BY PCA   TO RECORD ACCRUED EXPEND FOR AMOUNTS DUE TO OTHER
  FUND/FUND SOURCE:       LOOKED UP BY PCA   FUNDS OR APPROPRIATIONS.  THIS ENTRY IS TYPICALLY
  FUND DETAIL:            OPT/AGY DEFINED    A YEAR-END ACCRUAL ENTRY.  EACH TRANSACTION SHOULD
  BUDGETARY SEQ:          NOT ALLOWED        HAVE A UNIQUE CURRENT DOCUMENT NBR.  TO REVERSE
  SUBSIDIARY ACCOUNT:     REQUIRED           ENTRY, USE TC 204.  TO AUTO CLAIM SCHD, USE TC
  G/L ACCOUNT #:          NOT ALLOWED        261.  TO MANUAL CLAIM SCHEDULE, USE TC 203.
  VENDOR NAME/ADDRESS:    OPT/AGY DEFINED


  TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

     ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
     *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
  1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT 1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
     DOCUMENT SUPPORTS G/L ACCT 3110          2) NOT POSTED                              2) NOT POSTED
     CURRENT DOCUMENT # USED TO POST
  2) NOT POSTED                                 ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                              1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                             2)                                         2) NOT POSTED


     ------------ OPERATING FILE ------------
  1) POSTS AS DEBIT TO  GL ACCT  9000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
  2) NOT POSTED                             1) NOT POSTED                              1) POSTS AS CREDIT TO INCREASES
                                                                                          RECORD SUPPORTS G/L ACCT  3110
                                             ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
  TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

     -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
  1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) NOT POSTED                              1) POSTS AS DEBIT TO  EXPENDITURES
  2) NOT POSTED                             2)                                         2) NOT POSTED

     ------ APPROPRIATION SHADOW FILE -------
  1) POSTS AS DEBIT TO  EXPENDITURES
  2) NOT POSTED                                                                                    TRANSACTION CODE  285
```

                           TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                  ACTIVE TRANSACTION CODES
                           AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************
TRANSACTION CODE:    286 SCHEDULE RETURN OF DEPOSIT (MANUAL)

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                       DR1 3500    LIABILITIES FOR DEPOSITS
MODIFIER:               OPT/AGY DEFINED                CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED                DR2
VENDOR #:               OPT/AGY DEFINED                    CR2
INVOICE #:              OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                    CR3
INDEX:                  OPT/AGY DEFINED                DR4
OBJECT DETAIL:          NOT ALLOWED                        CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:    9              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)    NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED            TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   OPT/AGY DEFINED        TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE
FUND/FUND SOURCE:       REQUIRED               LIABILITIES FOR DEPOSIT.  FUND DETAIL AND
FUND DETAIL:            OPT/AGY DEFINED        SUBSIDIARY CODE MUST MATCH ORIGINAL POSTING (REFER
BUDGETARY SEQ:          NOT ALLOWED            TO S01 REPORT).  TRANSACTION WILL GENERATE TC 360.
SUBSIDIARY ACCOUNT:     REQUIRED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) NOT POSTED                                 1) NOT POSTED
                                              2)                                            2)

2)                                               ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                 *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                              1) POSTS AS CREDIT TO CASH DECREASE           1) NOT POSTED
                                              2) NOT POSTED                                 2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                    --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                            1) ADDS PAYMENT RECORD IF VENDOR # USED       1) POSTS AS DEBIT TO  DECREASES
                                                                                               RECORD SUPPORTS G/L ACCT  3500
                                                 ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) POSTS AS CREDIT TO CASH DECREASE           1) NOT POSTED
2)                                            2) NOT POSTED                                 2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  286

                                TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                       ACTIVE TRANSACTION CODES
                                         AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************
TRANSACTION CODE:    287 REFUND OVERCOLLECTION OF ABATEMENT-AUTO CHECK

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED                CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:              OPT/AGY DEFINED                    CR2
INVOICE #:             OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:    REQUIRED                           CR3
INDEX:                 REQUIRED                       DR4
OBJECT DETAIL:         REQUIRED                           CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED         POSTING SEQUENCE:    4                      SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)  NET BATCH BAL:  PLUS
SOURCE:                REQUIRED                TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:               REQUIRED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA        TO GENERATE AUTOMATED CHECK FOR REFUND OF EXCESS
FUND/FUND SOURCE:      LOOKED UP BY PCA        ABATEMENT DEPOSITED IN GENERAL CASH.  VERIFY
FUND DETAIL:           OPT/AGY DEFINED         GENERAL CASH BALANCE BEFORE USING TC 287.  USE
BUDGETARY SEQ:         NOT ALLOWED             SOURCE CODE 580NN0.  FOR MANUAL CHECK, USE TC 290.
SUBSIDIARY ACCOUNT:    NOT ALLOWED             TRANSACTION GENERATES SPECIAL APPN FILE POSTING TO
G/L ACCOUNT #:         NOT ALLOWED             CREDIT UNREMITTED ABATEMENTS.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                  1) POSTS AS DEBIT TO  EXPENDITURES          1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2) NOT POSTED                               2) NOT POSTED

2)                                                ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                                  *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                               1) NOT POSTED                               1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                               2)                                          2) NOT POSTED


     ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000               --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                  1) NOT POSTED                               1) NOT POSTED

                                                  ------- REPORTABLE PAYMENT FILE -------- 2)
                                               1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES     1) NOT POSTED                               1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                2)                                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                                            TRANSACTION CODE  287

cstart01 ************************************************************************************** TIME: 09:37:21 *** CALSTARS
```
                             TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                             AS OF 10/10/01               (TRANSACTION ADDED/MODIFIED: 08/13/01)
**************************************************************************************
TRANSACTION CODE:    288 REPLENISH CASH FOR SHORTAGE-ESTAB ORF AR-MAN CHECK

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:     NOT ALLOWED                      DR1 1316    ACCOUNTS RECEIVABLE CASH SHORTAGES
MODIFIER:             OPT/AGY DEFINED                  CR1 1130    REVOLVING FUND CASH
REFERENCE DOCUMENT #: OPT/AGY DEFINED                  DR2
VENDOR #:             OPT/AGY DEFINED                  CR2
INVOICE #:            OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:   REQUIRED                         CR3
INDEX:               OPT/AGY DEFINED                  DR4
OBJECT DETAIL:        NOT ALLOWED                      CR4
PCA NO:              NOT ALLOWED
PROJECT #:           NOT ALLOWED         POSTING SEQUENCE:    3                 SECURITY GROUP: DISB-ORF CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)   NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED         TRANSACTION REGISTER:  ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS:  ACTIVE
CHECK #:             REQUIRED
APPROPRIATION SYMBOL: NOT ALLOWED        TO RECORD DISBURSEMENT OF MANUAL CHECK WRITTEN
FUND/FUND SOURCE:     REQUIRED           FROM ORF TO REPLENISH CHANGE OR PETTY CASH FUNDS
FUND DETAIL:         OPT/AGY DEFINED     FOR CASH SHORTAGE.  THIS ENTRY ESTABLISHES AN A/R
BUDGETARY SEQ:       NOT ALLOWED         IN THE ORF FOR THE SHORTAGE.  VENDOR NBR SHOULD BE
SUBSIDIARY ACCOUNT:   NOT ALLOWED        THE CUSTODIAN OF THE FUND THAT HAS THE SHORTAGE.
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ----------- DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE -----------
    *      (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
1) NOT POSTED                             1) NOT POSTED                            1) NOT POSTED
                                          2)                                       2)

2)                                           ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                          *       (NO MATCH REQUIREMENT)            *       (NO MATCH REQUIREMENT)
                                          1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
                                          2) NOT POSTED                            2)

    ----------- OPERATING FILE -----------
1) NOT POSTED                                --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE -----------
2)                                        1) NOT POSTED                            1) NOT POSTED

                                          ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                             1) POSTS AS CREDIT TO CASH DECREASE       1) NOT POSTED
2)                                        2) NOT POSTED                            2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  288
```

                              TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                       ACTIVE TRANSACTION CODES
                               AS OF 10/10/01              (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************
TRANSACTION CODE:    289 DISBURSE AMTS PREV REC AS UNCLEARED COLL-AUTO CK

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                      DR1 3730    UNCLEARED COLLECTIONS
MODIFIER:              OPT/AGY DEFINED                  CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  REQUIRED                         DR2
VENDOR #:             OPT/AGY DEFINED                        CR2
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                        CR3
INDEX:                OPT/AGY DEFINED                   DR4
OBJECT DETAIL:        OPT/AGY DEFINED                        CR4
PCA NO:               OPT/AGY DEFINED
PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:    8               SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)    NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED           TRANSACTION REGISTER: REVENUE (7)             ACTIVE STATUS: ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: OPT/AGY DEFINED        TO GENERATE AUTOMATED CHECK TO REFUND UNCLEARED
FUND/FUND SOURCE:     REQUIRED               COLLECTIONS ORIGINALLY RECORDED WITH TC 108.  FOR
FUND DETAIL:          OPT/AGY DEFINED        MANUAL CHECK, USE TC 438.  TO RECLASSIFY UNCLEARED
BUDGETARY SEQ:        NOT ALLOWED            COLLECTIONS, USE TC 170.
SUBSIDIARY ACCOUNT:   NOT ALLOWED
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (MATCH REQUIRED)                    *        (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO  LIQUIDATIONS           1) NOT POSTED                                1) NOT POSTED
   DOCUMENT SUPPORTS G/L ACCT 3730           2)                                           2)
   REFERENCE DOCUMENT # USED TO POST
2) POSTS AS DEBIT TO  COLLECTIONS/PAYMENTS    ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
   DOCUMENT SUPPORTS G/L ACCT 3730           *        (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
   REFERENCE DOCUMENT # USED TO POST      1) NOT POSTED                                1) NOT POSTED
                                          2)                                           2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                               --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                       1) NOT POSTED                                1) NOT POSTED

                                            ------- REPORTABLE PAYMENT FILE -------- 2)
                                         1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) NOT POSTED                                1) NOT POSTED
2)                                          2)                                           2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                                    TRANSACTION CODE  289

                       TRANSACTION CODE DECISION TABLE ILLUSTRATION
                               ACTIVE TRANSACTION CODES
                       AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************
TRANSACTION CODE:    290 REFUND OVERCOLLECTION OF ABATEMENT-MANUAL CHECK

-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED               DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED           CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED           DR2
VENDOR #:             OPT/AGY DEFINED            CR2
INVOICE #:            OPT/AGY DEFINED            DR3
CURRENT DOCUMENT #:    REQUIRED                  CR3
INDEX:                REQUIRED                   DR4
OBJECT DETAIL:        REQUIRED                   CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED        POSTING SEQUENCE:   4                      SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: MANUAL CHECK (2)     NET BATCH BAL:  PLUS
SOURCE:               REQUIRED               TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA      TO RECORD MANUAL CHECK FOR REFUND OF EXCESS
FUND/FUND SOURCE:      LOOKED UP BY PCA      ABATEMENT DEPOSITED IN GENERAL CASH.  VERIFY
FUND DETAIL:          OPT/AGY DEFINED        GENERAL CASH BALANCE BEFORE USING TC 290.  USE
BUDGETARY SEQ:        NOT ALLOWED            SOURCE CODE 580NN0 SERIES.  FOR AUTOMATED CHECK,
SUBSIDIARY ACCOUNT:   NOT ALLOWED            USE TC 287.  TRANSACTION GENERATES SPECIAL APPN
G/L ACCOUNT #:        NOT ALLOWED            FILE POSTING TO CREDIT UNREMITTED ABATEMENTS.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
   *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) POSTS AS DEBIT TO  EXPENDITURES        1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                            2) NOT POSTED                             2) NOT POSTED

2)                                             ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                             1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                            2)                                        2) NOT POSTED

   ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000            --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                             1) NOT POSTED

                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES   1) NOT POSTED                            1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                              2)                                       2) NOT POSTED

   ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                                        TRANSACTION CODE  290

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*********************************************************************************************************************
TRANSACTION CODE:    291 SCHEDULE RETURN OF DEPOSITS (AUTO)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                         DR1 3500    LIABILITIES FOR DEPOSITS
MODIFIER:             OPT/AGY DEFINED                   CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #: OPT/AGY DEFINED                   DR2
VENDOR #:             OPT/AGY DEFINED                       CR2
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                       CR3
INDEX:               OPT/AGY DEFINED                    DR4
OBJECT DETAIL:        NOT ALLOWED                           CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:           OPT/AGY DEFINED        POSTING SEQUENCE:    9                  SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)   NET BATCH BAL:  PLUS
SOURCE:               NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:              NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED       TO GENERATE AUTOMATED CLAIM SCHEDULE AND
FUND/FUND SOURCE:    REQUIRED               REMITTANCE ADVICE TO DISBURSE LIABILITIES FOR
FUND DETAIL:         OPT/AGY DEFINED        DEPOSIT.  FOR MANUAL CLAIM, USE TC 286.
BUDGETARY SEQ:        NOT ALLOWED           TRANSACTION WILL GENERATE TC 360.  TO REVERSE, USE
SUBSIDIARY ACCOUNT:  REQUIRED               286R.
G/L ACCOUNT #:        NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
     *       (NO MATCH REQUIREMENT)             *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) NOT POSTED                                1) NOT POSTED
                                             2)                                          2)

2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
                                             1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                             2) NOT POSTED                               2)

   ------------ OPERATING FILE ------------
1) NOT POSTED                                   --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                           1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  DECREASES
                                                                                           RECORD SUPPORTS G/L ACCT  3500
                                                ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                           2) NOT POSTED                               2)

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  291

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
**************************************************************************************************************************
TRANSACTION CODE:    292 RECORD DISHONORED CHECK-DEFER REVENUE-AUTO CHECK

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                    DR1 8000    REVENUE/OPERATING REVENUE
MODIFIER:              OPT/AGY DEFINED                CR1 1110   GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                DR2
VENDOR #:              OPT/AGY DEFINED                    CR2
INVOICE #:             OPT/AGY DEFINED                DR3
CURRENT DOCUMENT #:    REQUIRED                           CR3
INDEX:                 REQUIRED                       DR4
OBJECT DETAIL:         NOT ALLOWED                        CR4
PCA NO:                REQUIRED
PROJECT #:             OPT/AGY DEFINED        POSTING SEQUENCE:    4                      SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:    OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)  NET BATCH BAL:  PLUS
SOURCE:                REQUIRED               TRANSACTION REGISTER:  REVENUE (7)          ACTIVE STATUS:  ACTIVE
CHECK #:               REQUIRED
APPROPRIATION SYMBOL:  LOOKED UP BY PCA       TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.
FUND/FUND SOURCE:      LOOKED UP BY PCA       ENTRY REVERSES IMPACT ON REVENUE RECORDED IN
FUND DETAIL:          OPT/AGY DEFINED         ORIGINAL DEPOSIT.  INDEX, PCA, SOURCE MUST MATCH
BUDGETARY SEQ:        NOT ALLOWED             ORIG DEPOSIT.  ENTRY IS POSTED CONCURRENTLY WITH
SUBSIDIARY ACCOUNT:   NOT ALLOWED             TC 436.  FOR MANUAL CHECK, USE TC 426.  TRANS
G/L ACCOUNT #:        NOT ALLOWED             GENERATES SPEC APPN POSTING TO CR UNREMITTED REV.
VENDOR NAME/ADDRESS:   REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------    ----------- ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EARNED REVENUE     1) NOT POSTED
                                             2) NOT POSTED                           2)

2)                                              ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                             *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)
                                          1) NOT POSTED                           1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                          2)                                      2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8000          --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                             1) NOT POSTED                           1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                          1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                             1) NOT POSTED                           1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                        2)                                      2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REVENUE
2) NOT POSTED                                                                              TRANSACTION CODE  292

                        TRANSACTION CODE DECISION TABLE ILLUSTRATION
                              ACTIVE TRANSACTION CODES
                        AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:    293 RECORD DISHONORED CHECK-DEFER REIMB-AUTO CHECK

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       NOT ALLOWED                  DR1 8100    REIMBURSEMENTS
MODIFIER:               OPT/AGY DEFINED              CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:   OPT/AGY DEFINED              DR2
VENDOR #:               OPT/AGY DEFINED              CR2
INVOICE #:              OPT/AGY DEFINED              DR3
CURRENT DOCUMENT #:     REQUIRED                     CR3
INDEX:                  REQUIRED                     DR4
OBJECT DETAIL:          OPT/AGY DEFINED              CR4
PCA NO:                 REQUIRED
PROJECT #:              OPT/AGY DEFINED      POSTING SEQUENCE:    4              SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:     OPT/AGY DEFINED      CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)   NET BATCH BAL:  PLUS
SOURCE:                 REQUIRED             TRANSACTION REGISTER:  REVENUE (7)           ACTIVE STATUS:  ACTIVE
CHECK #:                REQUIRED
APPROPRIATION SYMBOL:   LOOKED UP BY PCA     TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.
FUND/FUND SOURCE:       LOOKED UP BY PCA     ENTRY REVERSES IMPACT ON REIMBS RECORDED IN
FUND DETAIL:            OPT/AGY DEFINED      ORIGINAL DEPOSIT.  INDEX, PCA, SOURCE MUST MATCH
BUDGETARY SEQ:          NOT ALLOWED          ORIG DEPOSIT.  ENTRY IS POSTED CONCURRENTLY WITH
SUBSIDIARY ACCOUNT:     NOT ALLOWED          TC 436.  FOR MANUAL CHECK, USE TC 427.  TRANS
G/L ACCOUNT #:          NOT ALLOWED          GENERATES SPEC APPN POSTING TO CR UNREMIT REIMB.
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) NOT POSTED                                 1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS 1) POSTS AS DEBIT TO  REIMBURSEMENTS
                                              2) NOT POSTED                               2) NOT POSTED

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                              1) NOT POSTED                               1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
                                              2)                                          2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  8100            --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                 1) NOT POSTED                               1) NOT POSTED

                                               ------- REPORTABLE PAYMENT FILE -------- 2)
                                              1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                 1) NOT POSTED                               1) POSTS AS DEBIT TO  RECEIPT COLLECTIONS
2)                                            2)                                          2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REIMBURSEMENTS
2) NOT POSTED                                                                                           TRANSACTION CODE  293

```
                             TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                     ACTIVE TRANSACTION CODES
                             AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
```
TRANSACTION CODE:    294 RECORD DISHONORED CHECK-DEFER ABATE-AUTO CHECK

```
-----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                DR1 9000    APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:              OPT/AGY DEFINED            CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED            DR2
VENDOR #:             OPT/AGY DEFINED             CR2
INVOICE #:            OPT/AGY DEFINED             DR3
CURRENT DOCUMENT #:   REQUIRED                    CR3
INDEX:               REQUIRED                     DR4
OBJECT DETAIL:        REQUIRED                    CR4
PCA NO:              REQUIRED
PROJECT #:            OPT/AGY DEFINED         POSTING SEQUENCE:    4              SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED         CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)   NET BATCH BAL:  PLUS
SOURCE:              REQUIRED                 TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE
CHECK #:             REQUIRED
APPROPRIATION SYMBOL: LOOKED UP BY PCA        TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.
FUND/FUND SOURCE:    LOOKED UP BY PCA         ENTRY REVERSES IMPACT ON EXPENDITURES RECORDED IN
FUND DETAIL:         OPT/AGY DEFINED          ORIGINAL DEPOSIT.  INDEX, OBJ DTL, PCA, SRC MUST
BUDGETARY SEQ:       NOT ALLOWED              MATCH ORIG DEPOSIT.  ENTRY IS POSTED CONCURRENTLY
SUBSIDIARY ACCOUNT:  NOT ALLOWED              WITH TC 436.  FOR MANUAL CHECK, USE TC 428.  TRANS
G/L ACCOUNT #:       NOT ALLOWED              GENERATES SPEC APPN POSTING TO CR UNREMIT ABATE.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED
```

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

```
    ------------ DOCUMENT FILE -------------   ---------- APPROPRIATION FILE ----------   ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) POSTS AS DEBIT TO  EXPENDITURES         1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                            2) NOT POSTED                              2) NOT POSTED

2)                                            ----------- CASH CONTROL FILE ----------   ---------- GRANT PROJECT FILE ----------
                                              *       (NO MATCH REQUIREMENT)             *       (NO MATCH REQUIREMENT)
                                            1) NOT POSTED                              1) POSTS AS DEBIT TO  CASH EXPENDITURES
                                            2)                                         2) NOT POSTED

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9000         --------- VENDOR PAYMENT FILE ----------   ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                               1) NOT POSTED                              1) NOT POSTED

                                            ------- REPORTABLE PAYMENT FILE -------- 2)
                                            1) NOT POSTED
```
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

```
    -------- ALLOTMENT SHADOW FILE ---------   ------- CASH CONTROL SHADOW FILE -------   ------ GRANT PROJECT SHADOW FILE -------
1) POSTS AS DEBIT TO  TOTAL EXPENDITURES    1) NOT POSTED                              1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                               2)                                         2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EXPENDITURES
2) NOT POSTED                                                                                         TRANSACTION CODE  294
```

                         TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                ACTIVE TRANSACTION CODES
                         AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
****************************************************************************************************************
TRANSACTION CODE:    295 RECORD DISHONORED CHECK-DEFER OTH SOURCES-AUTO CK

----------INPUT CODING REQUIREMENTS----------         THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                     DR1 9830    OTHER SOURCES
MODIFIER:              OPT/AGY DEFINED                 CR1 1110    GENERAL CASH
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                 DR2
VENDOR #:              OPT/AGY DEFINED                 CR2
INVOICE #:            OPT/AGY DEFINED                  DR3
CURRENT DOCUMENT #:    REQUIRED                        CR3
INDEX:                REQUIRED                         DR4
OBJECT DETAIL:        NOT ALLOWED                      CR4
PCA NO:               REQUIRED
PROJECT #:            OPT/AGY DEFINED     POSTING SEQUENCE:    4               SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:   OPT/AGY DEFINED     CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)   NET BATCH BAL:  PLUS
SOURCE:               REQUIRED           TRANSACTION REGISTER:  REVENUE (7)            ACTIVE STATUS:  ACTIVE
CHECK #:              REQUIRED
APPROPRIATION SYMBOL: LOOKED UP BY PCA    TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.
FUND/FUND SOURCE:     LOOKED UP BY PCA    ENTRY REVERSES IMPACT ON OTHER SOURCES RECORDED IN
FUND DETAIL:          OPT/AGY DEFINED     ORIGINAL DEPOSIT.  INDEX, PCA, SOURCE MUST MATCH
BUDGETARY SEQ:        NOT ALLOWED         ORIG DEPOSIT.  ENTRY IS POSTED CONCURRENTLY WITH
SUBSIDIARY ACCOUNT:   NOT ALLOWED         TC 436.  FOR MANUAL CHECK, USE TC 429.  TRANS
G/L ACCOUNT #:        NOT ALLOWED         GENERATES SPEC APPN POSTING TO CR UNREMIT REV.
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
    *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
1) NOT POSTED                                1) POSTS AS DEBIT TO  EARNED REVENUE      1) NOT POSTED
                                             2) NOT POSTED                            2)

2)                                              ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                                *        (NO MATCH REQUIREMENT)              *        (NO MATCH REQUIREMENT)
                                             1) NOT POSTED                            1) NOT POSTED
                                             2)                                       2)

    ------------ OPERATING FILE ------------
1) POSTS AS DEBIT TO  GL ACCT  9830          --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2) NOT POSTED                                1) NOT POSTED                            1) NOT POSTED

                                             ------- REPORTABLE PAYMENT FILE -------- 2)
                                             1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                                1) NOT POSTED                            1) NOT POSTED
2)                                           2)                                       2)

    ------ APPROPRIATION SHADOW FILE -------
1) POSTS AS DEBIT TO  EARNED REVENUE
2) NOT POSTED                                                                         TRANSACTION CODE  295

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
*************************************************************************************************************************
TRANSACTION CODE:    296 SCHEDULE RETURN OF ADVANCE COLLECTIONS (AUTO)

----------INPUT CODING REQUIREMENTS----------        THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                      DR1 3400    ADVANCE COLLECTIONS
MODIFIER:               OPT/AGY DEFINED               CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED               DR2
VENDOR #:               OPT/AGY DEFINED               CR2
INVOICE #:              OPT/AGY DEFINED               DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED               CR3
INDEX:                  OPT/AGY DEFINED               DR4
OBJECT DETAIL:          OPT/AGY DEFINED               CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED       POSTING SEQUENCE:    8              SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)   NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED          TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   OPT/AGY DEFINED       TO GENERATE AUTOMATED CLAIM SCHEDULE AND
FUND/FUND SOURCE:       REQUIRED              REMITTANCE ADVICE TO DISBURSE RETURN OF ADVANCE
FUND DETAIL:            OPT/AGY DEFINED       COLLECTIONS.  SUBSIDIARY CODE MUST MATCH ORIGINAL
BUDGETARY SEQ:          NOT ALLOWED          POSTING (REFER TO S01 REPORT).  TRANSACTION WILL
SUBSIDIARY ACCOUNT:     REQUIRED              GENERATE TC 360.  TO REVERSE, USE TC 297R.
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------    ------------ ALLOTMENT FILE ------------
    *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                              1) NOT POSTED
                                            2)                                         2)

2)                                             ----------- CASH CONTROL FILE ----------    ---------- GRANT PROJECT FILE ----------
                                            *       (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE        1) POSTS AS DEBIT TO  ADVANCES
                                            2) NOT POSTED                              2) NOT POSTED

    ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------    ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  DECREASES
                                                                                          RECORD SUPPORTS G/L ACCT  3400
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------    ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE        1) POSTS AS DEBIT TO  ADVANCES
2)                                          2) NOT POSTED                              2) NOT POSTED

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                          TRANSACTION CODE  296

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************
TRANSACTION CODE:   297 SCHEDULE RETURN OF ADVANCE COLLECTIONS (MANUAL)

-----------INPUT CODING REQUIREMENTS----------           THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:       REQUIRED                          DR1 3400    ADVANCE COLLECTIONS
MODIFIER:               OPT/AGY DEFINED                   CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #:   OPT/AGY DEFINED                   DR2
VENDOR #:               OPT/AGY DEFINED                       CR2
INVOICE #:              OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:     OPT/AGY DEFINED                       CR3
INDEX:                  OPT/AGY DEFINED                   DR4
OBJECT DETAIL:          OPT/AGY DEFINED                       CR4
PCA NO:                 OPT/AGY DEFINED
PROJECT #:              OPT/AGY DEFINED        POSTING SEQUENCE:    8                   SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:     OPT/AGY DEFINED        CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)   NET BATCH BAL:  PLUS
SOURCE:                 NOT ALLOWED           TRANSACTION REGISTER:  EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS: ACTIVE
CHECK #:                NOT ALLOWED
APPROPRIATION SYMBOL:   OPT/AGY DEFINED       TO RECORD MANUAL CLAIM TO DISBURSE RETURN OF
FUND/FUND SOURCE:       REQUIRED              ADVANCE COLLECTIONS.  SUBSIDIARY CODE MUST MATCH
FUND DETAIL:            OPT/AGY DEFINED       ORIGINAL POSTING (REFER TO S01 REPORT).
BUDGETARY SEQ:          NOT ALLOWED           TRANSACTION WILL GENERATE TC 360.
SUBSIDIARY ACCOUNT:     REQUIRED
G/L ACCOUNT #:          NOT ALLOWED
VENDOR NAME/ADDRESS:    REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------    ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
   *      (NO MATCH REQUIREMENT)               *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                                1) NOT POSTED
                                            2)                                           2)

2)                                             ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                               *      (NO MATCH REQUIREMENT)                *      (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE          1) POSTS AS DEBIT TO  ADVANCES
                                            2) NOT POSTED                                2) NOT POSTED

   ------------ OPERATING FILE -----------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED      1) POSTS AS DEBIT TO  DECREASES
                                                                                            RECORD SUPPORTS G/L ACCT  3400
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------    ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE          1) POSTS AS DEBIT TO  ADVANCES
2)                                          2) NOT POSTED                                2) NOT POSTED

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                            TRANSACTION CODE  297

                            TRANSACTION CODE DECISION TABLE ILLUSTRATION
                                    ACTIVE TRANSACTION CODES
                            AS OF 10/10/01               (TRANSACTION ADDED/MODIFIED: 08/13/01)
         *******************************************************************************************************
TRANSACTION CODE:    298 SCHEDULE TIME DEPOSITS (AUTO)

----------INPUT CODING REQUIREMENTS----------          THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      REQUIRED                         DR1 1230    INVESTMENT IN TIME DEPOSITS
MODIFIER:             OPT/AGY DEFINED                   CR1 3021    CLAIMS IN PROCESS
REFERENCE DOCUMENT #: OPT/AGY DEFINED                   DR2
VENDOR #:            OPT/AGY DEFINED                    CR2
INVOICE #:           OPT/AGY DEFINED                    DR3
CURRENT DOCUMENT #:  OPT/AGY DEFINED                    CR3
INDEX:               OPT/AGY DEFINED                    DR4
OBJECT DETAIL:       NOT ALLOWED                        CR4
PCA NO:              NOT ALLOWED
PROJECT #:           OPT/AGY DEFINED       POSTING SEQUENCE:    9                SECURITY GROUP: EXPENDITURES
MULTI-PURPOSE CODE:  OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)    NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED           TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: NOT ALLOWED          TO GENERATE AUTOMATED CLAIM SCHEDULE AND
FUND/FUND SOURCE:    REQUIRED              REMITTANCE ADVICE TO DISBURSE FUNDS DESIGNATED FOR
FUND DETAIL:         OPT/AGY DEFINED       A TIME DEPOSIT.  TRANSACTION WILL GENERATE TC 360.
BUDGETARY SEQ:       NOT ALLOWED
SUBSIDIARY ACCOUNT:  REQUIRED
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS:  REQD IF VENDOR# NOT USED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

   ------------ DOCUMENT FILE -------------     ---------- APPROPRIATION FILE ----------     ------------ ALLOTMENT FILE ------------
     *      (NO MATCH REQUIREMENT)              *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

2)                                             ----------- CASH CONTROL FILE ----------     ---------- GRANT PROJECT FILE ----------
                                               *       (NO MATCH REQUIREMENT)               *       (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                            2) NOT POSTED                               2)

   ------------ OPERATING FILE ------------
1) NOT POSTED                                  --------- VENDOR PAYMENT FILE ----------     ----------- SUBSIDIARY FILE ------------
2)                                          1) ADDS PAYMENT RECORD IF VENDOR # USED    1) POSTS AS DEBIT TO  INCREASES
                                                                                          RECORD SUPPORTS G/L ACCT  1230
                                               ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

   -------- ALLOTMENT SHADOW FILE ---------     ------- CASH CONTROL SHADOW FILE -------     ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                          2) NOT POSTED                               2)

   ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                           TRANSACTION CODE  298

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01                    (TRANSACTION ADDED/MODIFIED: 08/13/01)
********************************************************************************************************************

TRANSACTION CODE:    299 REC SCO DISB ADV TO OTH FUND-PROPRIETARY FUND ONLY

----------INPUT CODING REQUIREMENTS----------           THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:      NOT ALLOWED                       DR1 2120    ADVANCES TO OTHER FUNDS
MODIFIER:              OPT/AGY DEFINED                   CR1 1140    CASH IN STATE TREASURY
REFERENCE DOCUMENT #:  OPT/AGY DEFINED                   DR2
VENDOR #:             OPT/AGY DEFINED                   CR2
INVOICE #:            OPT/AGY DEFINED                   DR3
CURRENT DOCUMENT #:   OPT/AGY DEFINED                   CR3
INDEX:               OPT/AGY DEFINED                   DR4
OBJECT DETAIL:       OPT/AGY DEFINED                   CR4
PCA NO:              OPT/AGY DEFINED
PROJECT #:           OPT/AGY DEFINED       POSTING SEQUENCE:    8              SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:  OPT/AGY DEFINED       CLAIM SCHEDULE IMPACT: NONE          NET BATCH BAL:  PLUS
SOURCE:              NOT ALLOWED           TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)  ACTIVE STATUS:  ACTIVE
CHECK #:             NOT ALLOWED
APPROPRIATION SYMBOL: OPT/AGY DEFINED      TO RECORD SCO DISBURSEMENT FOR ADVANCE TO OTHER
FUND/FUND SOURCE:    REQUIRED              FUND.  ENTRY IS TYPICALLY USED FOR PROPRIETARY
FUND DETAIL:         OPT/AGY DEFINED       FUNDS ONLY.  TO RECORD RETURN OF ADVANCE, USE TC
BUDGETARY SEQ:       NOT ALLOWED           163.
SUBSIDIARY ACCOUNT:  REQUIRED
G/L ACCOUNT #:       NOT ALLOWED
VENDOR NAME/ADDRESS: OPT/AGY DEFINED


TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

    ------------ DOCUMENT FILE -------------      ---------- APPROPRIATION FILE ----------      ------------ ALLOTMENT FILE ------------
    *      (NO MATCH REQUIREMENT)                 *      (NO MATCH REQUIREMENT)                  *      (NO MATCH REQUIREMENT)
1) NOT POSTED                               1) NOT POSTED                               1) NOT POSTED
                                            2)                                          2)

2)                                               ----------- CASH CONTROL FILE ----------      ---------- GRANT PROJECT FILE ----------
                                            *      (NO MATCH REQUIREMENT)                  *      (NO MATCH REQUIREMENT)
                                            1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
                                            2) NOT POSTED                               2)

    ------------ OPERATING FILE ------------
1) NOT POSTED                                    --------- VENDOR PAYMENT FILE ----------      ----------- SUBSIDIARY FILE ------------
2)                                          1) NOT POSTED                               1) POSTS AS DEBIT TO  INCREASES
                                                                                           RECORD SUPPORTS G/L ACCT  2120
                                                 ------- REPORTABLE PAYMENT FILE -------- 2) NOT POSTED
                                            1) NOT POSTED
TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

    -------- ALLOTMENT SHADOW FILE ---------      ------- CASH CONTROL SHADOW FILE -------      ------ GRANT PROJECT SHADOW FILE -------
1) NOT POSTED                               1) POSTS AS CREDIT TO CASH DECREASE         1) NOT POSTED
2)                                          2) NOT POSTED                               2)

    ------ APPROPRIATION SHADOW FILE -------
1) NOT POSTED
2)                                                                                      TRANSACTION CODE  299